



CITY COUNCIL Agenda

222 NE 2nd Avenue, Canby, OR, 97013 | Ph: (503) 266-4021 | www.canbyoregon.gov

JANUARY 18, 2024

The City Council meeting may be attended in person in the Council Chambers at
222 NE 2nd Avenue, Canby, OR 97013

The meetings can be viewed on YouTube at:

<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

The public can register to attend the meeting virtually by contacting the Deputy City Recorder;
lasonc@canbyoregon.gov or call 503-266-0637.

For questions regarding programming, please contact: Willamette Falls Studio (503) 650-0275;
media@wfmstudios.org

REGULAR MEETING – 7:00 PM

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance

2. SWEAR-IN OF NEW CITY COUNCILOR

- 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. If you are attending in person, please complete a testimony/comment card prior to speaking and hand it to the City Recorder. If you would like to speak virtually, please email or call the Deputy City Recorder by 4:30 pm on January 18, 2024 with your name, the topic you'd like to speak on and contact information: lasonc@canbyoregon.gov or call 503-266-0637.

4. CONSENT AGENDA

- a. Approval of January 3, 2024 City Council Regular Meeting Minutes. Pg. 1
- b. Approval of the Commercial Limited On-Premises OLCC Application for Cosa Bella Foods located at 175 N. Elm Street. Pg. 7

5. ORDINANCES & RESOLUTIONS

- a. Consider **Ordinance No. 1615:** An Ordinance Authorizing the City Administrator to Make, Execute, and Declare in the name of The City of Canby and on Its behalf, an appropriate Lease Agreement with Zimmer Ventures LLC, of Canby, OR to provide leased office space for Canby Area Transit located at 195 S. Hazel Dell Way through December 2025. (*Second Reading*) Pg. 13

- b. Consider **Ordinance No. 1616**: An Ordinance Authorizing the City Administrator to Execute a Contract with AngelTrax, LLC, of Dothan, AL, in the Amount of \$86,263.28 to Provide Camera Systems for Canby Area Transit Vehicles. (*First Reading*) Pg. 35

6. OLD BUSINESS

- a. City Attorney Recruitment

7. MAYOR'S BUSINESS

8. COUNCILOR COMMENTS & LIAISON REPORTS

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

- a. Bi-Monthly Reports

Pg. 56

10. CITIZEN INPUT

11. ACTION REVIEW

12. ADJOURN

EXECUTIVE SESSION – 8:00 PM
(Pending Final Legal Approval)

Will begin after the Regular Session but not prior to 8:00 PM.

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC. Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

1. CALL TO ORDER

2. EXECUTIVE SESSION: Pursuant to ORS 192.660(2)(i) Performance Evaluation of Public Officer.

3. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Christopher Lason at 503-266-0637. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
January 3, 2024**

PRESIDING: Brian Hodson

COUNCIL PRESENT: James Davis, Jason Padden, Traci Hensley, Herman Maldonado (arrived at 7:12 p.m.), and Daniel Stearns.

STAFF PRESENT: Eileen Stein, City Administrator; David Doughman, City Attorney (attended virtually); CJ Lason, Deputy City Recorder; Maya Benham, Administrative Director/ City Recorder; Jerry Nelzen, Public Works Director; Todd Wood, Transit & Fleet Director; and Scott Schlag, Finance Director.

CALL TO ORDER: Mayor Hodson called the Council Meeting to order at 7:03 p.m.

STAFF INTRODUCTIONS: Eileen Stein, City Administrator, introduced the new Finance Director Scott Schlag, who started with the City on January 2.

Mr. Schlag explained his background and experience.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None.

CONSENT AGENDA: ****Council President Hensley moved to approve the Consent Agenda that includes appointing Scott Sasse to the Transit Advisory Committee with a term ending March 31, 2025, appointing Tiffany Mach to the Library Advisory Board with a term ending June 30, 2027, appointing Adrienne Carlson to the Heritage and Landmark Commission with a term ending June 30, 2026, appointing Aimee Noss to the Clackamas County Library District Advisory Committee effective January 3, 2024, approving the minutes of the November 15, 2023 Work Session and Regular City Council Meeting, and approving the minutes of the December 6, 2023 Work Session and Regular City Council Meeting. Motion was seconded by Councilor Padden and passed 4-0.**

ORDINANCES: Ordinance 1615 – Todd Wood, Transit & Fleet Director, said that the Transit office's current lease began in 2016. The lease technically ended in 2018, but the City continued to rent it month-to-month since then. The County said that if there was no active lease then the City was no longer tax exempt and the landlord would have to pay the taxes for having a non-tax-exempt tenant for the years of 2018 through the present. To maintain their tax-exempt status and save the landlord having to pay back taxes, a new lease was required. This lease would bridge the gap between 2018 to 2025 and would not change the payment amounts.

Mayor Hodson wanted to know how it was missed until now and what steps the City could take to ensure it didn't happen again.

Councilor Padden wanted to make sure this would take care of the problem and that the City would not have future issues down the line with the County saying that taxes were owed.

David Doughman, City Attorney, had seen this in the past with other entities and did not anticipate any problems in the future with the lease. It was on the landlord to officially handle this, but the City wanted to be good tenants. He could reach out to the County to make sure no back taxes were going to be charged.

Mr. Wood said that the landlord had been good to the City and in order to maintain that relationship, the lease was necessary.

Mayor Hodson asked for an update on the groundbreaking of the new facility. Mr. Wood said there was a meeting with the architect next week to begin the process.

Councilor Padden wanted to make sure this was taken care of and that the City would not be on the hook for taxes later.

Ms. Stein said staff would report back at the second reading of the ordinance.

****Councilor Padden moved to approve Ordinance 1615, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO MAKE, EXECUTE, AND DECLARE IN THE NAME OF THE CITY OF CANBY AND ON ITS BEHALF, AS APPROPRIATE LEASE AGREEMENT WITH ZIMMER VENTURES LLC, OF CANBY, OR TO PROVIDE LEASED OFFICE SPACE FOR CANBY AREA TRANSIT LOCATED AT 195 S HAZEL DELL WAY THROUGH DECEMBER 2025 to come up for second reading on January 17, 2024. Motion was seconded by Councilor Davis and passed 5-0 on first reading.**

OLD BUSINESS: City Attorney Recruitment – Ms. Stein had no update on the recruitment at this time.

MAYOR'S BUSINESS: Mayor Hodson said that the Clackamas County Coordinating Committee was meeting on January 4, 2024, mainly to discuss the upcoming legislative session. There was also an upcoming Region 1 Area Commission on Transportation meeting to discuss tolling and upcoming bridge projects. The Council goal-setting session was scheduled for February 16, 2024 and an upcoming goal-setting session with the City Administrator was coming up on January 10, 2024, after the City Councilor interviews.

Council President Hensley asked that since there were only four candidates to interview, could they interview, review, and appoint the new Councilor on the same evening and have the judge attend to swear-in the new Councilor so they could participate in the goal-setting session.

Mayor Hodson said they would discuss it, and that there were Council liaison positions that would be decided on January 17, 2024.

The Mayor said they needed to discuss the format and questions they would be using in the January 10 interviews. Typically, the Council discussed their top candidate(s) and decided after discussion.

Councilor Davis wanted to hear some feedback from the two current Councilors who had gone through the interview process on how they would change or improve it. He was disappointed in the last interview process that they did not get a chance to truly get to know the candidates since several had interviewed before and did not give full answers to their questions. He thought they should keep it simple and straightforward and streamline the number of questions asked.

Councilor Stearns said communication on the process was lacking and he showed up late because the expectations were never truly set. He stressed the need for effective organization.

Councilor Padden had been through the interview process eight times and agreed it could be a frustrating process. He was in favor of taking the necessary time to discuss their top candidates and come to a consensus before a motion to appoint was made. He wanted to have a maximum of half an hour to answer questions and give the Councilors time to ask a question of their own to the candidates. He requested the candidates not being interviewed to wait outside the room, so that they would not hear the answers the others were saying. Once interviewed, the candidates could stay in the Council Chambers and hear those after them if they wished. Administering of the oath and swearing-in were formalities and the newly appointed Councilor could start performing their duties immediately.

Mr. Doughman confirmed that was the case but would prefer it to take place on a subsequent night to keep the process more formalized.

Council President Hensley thought they should rank their top two candidates. She agreed the list of questions should be pared down to four questions. She would like the opportunity for Council to ask their own custom or follow-up questions. She agreed separating the candidates while one was being interviewed would be useful. She suggested keeping the swearing-in for a future meeting to allow family members of the new Councilor to attend.

Councilor Davis agreed with both ideas of keeping the candidates separate as well as asking follow-up questions.

Councilor Stearns would like more time to think things over before making a decision on a new Councilor.

Council President Hensley said they've always made the decision the same night to avoid holding an extra meeting to announce and then another one to swear them in. She suggested Councilor Stearns mull over his decision in a brief recess in between the last candidate interview and their discussion. She would prefer to select the Councilor on January 10.

The Mayor recapped that the interviews would be on January 10, 2024 starting at 6:00 p.m., and asked for feedback on which questions they wanted to eliminate and which they wanted to keep.

There was consensus to keep questions 1, 2, and 4 and allow each Councilor to ask a custom question and eliminate the others.

Ms. Stein set the expectation that the Councilors would send their custom questions to her by the end of day Friday, January 5, 2024, to make sure there were no duplicates and that the questions were legal to ask.

Councilor Stearns asked if it was public knowledge who had applied and if that information could be shared. The Mayor replied it was now public knowledge. He cautioned against expressing an opinion or soliciting an opinion from the public.

Councilor Maldonado recommended setting a cap on time to maintain fairness to all applicants.

There was consensus to give each candidate 20 minutes for their interview.

Councilor Padden wanted to formalize the process if it worked well so that Councils afterward would have a path to follow. Mayor Hodson asked him to bring it up in the Council goal setting later in the year.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Padden mentioned his house was on the Christmas Tour of Homes and it went well, with 42 people attending. He had joined the Willamette Falls and Landings Heritage Area Coalition. He helped move furniture out of the old West Linn City Hall to assist in the renovation. Once completed, it would be the home of the Coalition and also used for historical purposes. The Canby Lions Club was closing due to lack of membership and would be absorbed by the Oregon City Lions Club chapter. He also asked for follow-up regarding the taxing district for the library.

Mayor Hodson said it was an ongoing issue and Canby, along with other cities, were underrepresented in this issue. It was on the back burner for the County, but they were aware of it.

Council President Hensley attended the Traffic Safety Commission meeting where they discussed crosswalk painting on 4th and Ivy, turning some streets into one-way streets, citizen input regarding Knight's Bridge Road and mitigation for the speeding in the area, a "Curb Ahead" sign and yellow reflective paint on the curb outside a house on Knights Bridge where numerous accidents had occurred, and the Yorkfield HOA (Darcy Estates – SE 1st and 2nd and SE Aspen and Birch) recommendation to lower the speed limit. Per discussion with police and after reviewing the Charter, it was allowable for a municipality to lower a speed limit by 5 mph, to 20 mph. She asked for consensus for staff to bring an Ordinance to lower it.

Councilor Stearns asked if lowering it by 5 mph would have the desired impact. He suggested putting in stop signs instead to govern the speed.

Council President Hensley said there were lots of rules associated with stop signs and since they had the police involved, they would be aware of the new speed limit and would enforce it.

Councilor Maldonado agreed the spacing on that street was very tight and he could see the need for lowering the speed limit. He asked if 5 mph was what they could lower it overall, or if possible further reductions could be done later. Council President Hensley did not know but that would be something useful to ask the City Attorney.

Jerry Nelzen, Public Works Director, said the speed limit outside City Hall had been lowered by 5 mph in a previous instance. He recommended discussing this in staff's leadership team meeting to see if an ordinance was required, or if it would be able to be enacted on recommendation of

the police and City Administrator alone. If they wanted to lower the speed further, they would have to get approval from ODOT.

Mr. Doughman thought per the statute, it would need to be done by ordinance.

Councilor Padden wanted to see a map with the streets in question highlighted to make sure there were no business impacted.

Council President Hensley said the area was completely residential.

Councilor Padden wanted to know what a long-term plan would look like for mitigating the speeding in that area overall.

Councilor Maldonado wanted to see if there were alternatives like speed humps, or bump-outs that could be put in, or possibly fencing around basketball courts, etc. to protect children playing.

Council President Hensley stated there were already stop signs all over the neighborhood that were appropriate, including at traffic circles. She would look into the appropriateness of fencing.

There was consensus for staff to come back with a plan for reducing speed in the area.

Councilor Davis attended the meeting with Cogeo. He wanted to make sure that the necessary Executive Session was set up to update the Council on the property for the athletic fields.

Ms. Stein would set it up as soon as it was feasible.

Councilor Davis attended the Parks and Recreation meeting and gave updates on the bathrooms at Community Park, Auburn Farms park design, bids on the Legacy Park exercise equipment, and contract for work at Maple Street Park. The Board also started putting together a wish list for the upcoming budget cycle which would include renovating the bathrooms at Wait Park and putting in a possible "Pedal Park" at the Honda Pits.

Councilor Davis also gave an update on the Fire Department, saying they had a busy New Year's Eve and Day with most of their calls coming in after midnight. They were also getting into their goal-setting process. They were raising money for the Fourth of July fireworks, which would cost \$20,000 this year. Citizens could donate online or drop off physical donations at the Fire Station.

Councilor Padden asked for an update on the dog park. Councilor Davis said they had been discussing where to locate it. It was on the Master Plan and would be addressed.

Council President Hensley gave a PSA for the community. If anyone was feeling down, or needed help, they should reach out to 988, or anyone for support.

CITY ADMINISTRATOR'S BUSINESS: Ms. Stein spoke about the upcoming Clackamas Cities Dinner on January 25. The Ethics Commission training session had to be scheduled and completed by May 17, 2024. She spoke about submitting proposals for Homeless Initiative Grants from the County. She also reminded Council that on January 17, there would be the mid-year budget review session.

Councilor Stearns asked about the Homeless Initiative Grants.

Ms. Stein said the total amount for all Clackamas County cities combined was \$5 million. The fund's use and purpose was somewhat vague.

Mayor Hodson noted Canby did not have shelters or many other resources, and in many cases, they referred those in need to Oregon City where the resources were more abundant. There were some warming shelters in the winter and cooling shelters in the summer in the City that might benefit from the grants.

Councilor Padden reminded the Council of the need to reach out to former Councilors about the Ethics training. Ms. Stein said they would be notified, and she planned to have the leadership team participate, and possibly City advisory members.

Council President Hensley thought the training was pursuant to Executive Sessions and did not want people to attend thinking the training was going to cover topics that did not end up being addressed. Boards and committees would not be involved in Executive Sessions, and she did not want to waste their time if it was the only thing that was covered in the training.

Councilor Padden was told by the training coordinator that they had a variety of topics they could cover and would tailor-make a training that fit the City's needs.

Ms. Stein would speak with them and make sure the training was valuable for all who attended.

CITIZEN INPUT: None

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Approved Ordinance 1615 to a second reading on January 17, 2024.

The meeting was adjourned at 8:42 p.m.

Maya Benham
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood

Memo

To: Mayor Brian Hodson & Members of City Council
From: Jorge Tro, Chief of Police
CC: Maya Benham, Administrative Director/ City Recorder
Date: January 18, 2024
Re: Cosa Bella Italian Kitchen - Liquor License Application / Limited
On-Premises, 175 N. Elm St., Canby, Oregon

I have reviewed the attached liquor license application completed by Jerry Yazzolino, owner of Cosa Bella Italian Kitchen, located at 175 N Elm St, Canby, Oregon, 97013.

On January 5, 2024, I spoke with Jerry Yazzolino regarding his application at his place of business. Mr. Yazzolino moved his food cart from outside the city limits to its current location about 6 months ago. He is applying for a Liquor License so he can sell beer and wine from his food cart. We discussed the expectations and responsibilities involving the sale of alcoholic beverages.

Mr. Yazzolino did not sell beer or wine from his food in the past but would like to offer these beverage options to his customers. Mr. Yazzolino is currently going through OLCC training and the permitting process. He is aware that any employee selling alcoholic beverages must know the laws regulating the sale of alcoholic beverages and the consequences for failure to comply with the rules as set forth by Oregon State Law.

It is my recommendation the Canby City Council approve this application to the Oregon Liquor Control Commission (OLCC).

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

☒ New Outlet | ☐ Change of Ownership | ☐ Greater Privilege | ☐ Additional Privilege

Select the license type you are applying for.

More information about all license types is available online.

Full On-Premises

- ☒ Commercial
☐ Caterer
☐ Public Passenger Carrier
☐ Other Public Location
☐ For Profit Private Club
☐ Nonprofit Private Club

Winery

- ☐ Primary location
Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Brewery

- ☐ Primary location
Additional locations: ☐ 2nd ☐ 3rd

Brewery-Public House

- ☐ Primary location
Additional locations: ☐ 2nd ☐ 3rd

Grower Sales Privilege

- ☐ Primary location
Additional locations: ☐ 2nd ☐ 3rd

Distillery

- ☐ Primary location
Additional tasting locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th

☒ Limited On-Premises

- ☐ Off Premises
☐ Warehouse
☐ Wholesale Malt Beverage and Wine

#8433
paid \$100⁰⁰ (15)

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT:

After providing your recommendation, return this application to the applicant WITH the recommendation marked below

City/County name: City of Canby

(Please specify city or county)

Date application received:

Optional: Date Stamp Received Below



- ☐ Recommend this license be granted
☐ Recommend this license be denied

Printed Name

Date

Yazzolino's Cosa Bella Italian Kitchen
Trade Name

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

Cosa Bella Foods

Name of entity or individual applicant #2:

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

Yazzolino's Cosa Bella Italian Kitchen

Premises street address (The physical location of the business and where the liquor license will be posted):

[REDACTED]

City:
Canby

Zip Code:
97013

County:
Clackamas

Business phone number:

[REDACTED]

Business email:

[REDACTED]

Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1]):

[REDACTED]

City:
Canby

State:
Or

Zip Code:
97013

Does the business address currently have an OLCC liquor license? ☐ Yes ☐ No

Does the business address currently have an OLCC marijuana license? ☐ Yes ☒ No

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.

I give permission for the below named representative to:

- ☐ Make changes regarding this license/application on my behalf.
- ☐ Sign application forms regarding this license/application on my behalf.
- ☐ Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

Representative Name:

Phone number:

Email:

Mailing address:

City:

State:

Zip Code:

LIQUOR LICENSE APPLICATION

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APPLICATION CONTACT INFORMATION — Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

Application Contact Name:

Jerry Yazzolino

Phone number:

Email:

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION — OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands OAR 845-005-0311 and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

Yazzolino's Cosa Bella Italian Kitchen

LIQUOR LICENSE APPLICATION

Yazzolino's Cosa Bella Italian Kitchen

Page 4 of 4

• Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Jerry Yazzolino

Print name

Signature

Date

Atty. Bar Info (if applicable)

12/10/23

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)



OREGON LIQUOR & CANNABIS COMMISSION
LIQUOR LICENSE APPLICATION

Instructions

1. **Complete and sign** this application.
2. Prior to submitting this application to the OLCC, send the completed application to the **local government for the premises address** to obtain a recommendation.
 - If the premises street address is within a city's limits, the local government is the city.
 - If the premises street address is not within a city's limits, the local government is the county.
3. You can submit the application if:
 1. You have WRITTEN documentation showing the date the local government received the application or;
 2. The local government has provided you their recommendation.
4. **Email the application that contains the local government recommendation or proof of submission to:**
OLCC.LiquorLicenseApplication@Oregon.Gov.
5. **Do not** include any license fees with your application packet (fees will be collected at a later time).
When it's time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.

License Request Options - Please see the general definitions of the license request options below:

- **New Outlet:** The licensing of a business that does not currently hold an active liquor license.
- **Change of Ownership:** The request to completely change the licensee of record at a licensed business.
- **Greater Privilege:** The request to replace a Limited On-Premises sales license with a Full On-Premises sales license.
- **Additional Privilege:** The licensee currently holds an active liquor license at the premises and that same licensee would like to request to add an **additional** different liquor license type at that same premises location.

Additional Information

Applicant Identification: Please review OAR 845-006-0301 for the definitions of "applicant" and "licensee" and OAR 845-005-0311 to confirm that all individuals or entities with an ownership interest (other than a waivable ownership interest, per OAR 845-005-0311[6]) in the business have been identified as license applicants on this document. If you have a question about whether an individual or entity needs to be listed as an applicant for the license, discuss this with the OLCC staff person assigned to your application.

Premises Address: This is the physical location of the business and where the liquor license will be posted.

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one individual who is authorized to sign for the entity must sign the application.

Applicant/Licensee Representative(s): In order to make changes to a license or application or to receive information about a license or application by someone other than the applicant/licensee you must:

- Complete the below Authorized Representative area on page 2 as the applicant/licensee and/or
- Provide a Power of Attorney document showing the permissions allowable on the behalf of the applicant/licensee with this submission

Please note that applicants/licensees are responsible for all information provided on this form, even if an authorized representative or individual with authority signs on behalf of the applicant.

For help with this application or any related documents or processes, email olcc.alcohollicensing@oregon.gov.



CITY COUNCIL STAFF REPORT

Meeting Date: 1/18/2024

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Todd Wood, Transit & Fleet Services Director
Agenda Item: Consider Ordinance 1615: An Ordinance Authorizing the City Administrator to Make, Execute, and Declare in the name of The City of Canby and on Its behalf, an appropriate Lease Agreement with Zimmer Ventures LLC, of Canby, OR to provide leased office space for Canby Area Transit located at 195 S. Hazel Dell Way through December 2025.

Summary

This Ordinance will fill in the lease gap from 2018 until today and will further extend the lease to 2026.

Discussion

Canby Area Transit (CAT) leases offices at 195 S Hazel Dell Way, Suite C from Zimmer Ventures LLC. The original lease officially expired in 2018 and CAT has been paying month-to-month ever since. CAT, as a department of the City, is exempt from property taxes; however, exemption requires an active lease. To maintain the appropriate tax-exempt status, the lease needs to be updated and extended.

Attachments

- Ordinance 1615
- Lease Agreement

Fiscal Impact

CAT currently pays the lease plus triple net (site operational expenses equal to 25% of the facility). This lease will not change CATS' current finances but will put the agreement into writing. Our current lease is \$3606 per month with a triple net of \$365.50 per month. The triple net is recalculated annually based on actual expenditures and lease will increase approximately 3% annually.

Options

1. Approve the Ordinance for a second reading.
2. Do not approve the Ordinance for a second reading and instruct staff accordingly.

Recommendation

Staff recommends that the City Administrator sign the lease agreement with Zimmer Ventures Inc. for leasing the property located at 195 S Hazel Dell Way.

Proposed Motion

"I move to adopt **Ordinance No. 1615**: An Ordinance Authorizing the City Administrator to Make, Execute, and Declare in the name of The City of Canby and on Its behalf, an appropriate Lease Agreement with Zimmer Ventures LLC, of Canby, OR to provide leased office space for Canby Area Transit located at 195 S. Hazel Dell Way through December 2025." City Council Packet - Page 13 of 142

ORDINANCE NO. 1615

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO MAKE, EXECUTE, AND DECLARE IN THE NAME OF THE CITY OF CANBY AND ON ITS BEHALF, AN APPROPRIATE LEASE AGREEMENT WITH ZIMMER VENTURES LLC, OF CANBY, OR TO PROVIDE LEASED OFFICE SPACE FOR CANBY AREA TRANSIT LOCATED AT 195 S. HAZEL DELL WAY THROUGH DECEMBER 2025.

WHEREAS, the City of Canby on behalf of Canby Area Transit (CAT) has leased the property continuously since 2016 located at 195 S Hazel Dell Way Suite C, Canby, OR; and

WHEREAS, the original lease agreement expired in June 2018; and

WHEREAS, A new lease agreement is needed to cover the period from 2018 through 2026.

NOW, THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:

The City Administrator is hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate lease agreement with ZIMMER VENTURES INC of Canby, Oregon to provide leased office space for Canby Area Transit through December 2025.

SUBMITTED to the Canby City Council and read for the first time at a regular meeting thereof on Wednesday, January 3, 2024, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter, and to come before the City Council for final reading and action at a regular meeting thereof at 7:00pm on Thursday, January 18, 2024.

Maya Benham, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 18th of January 2024 by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder

LEASE AGREEMENT

THIS LEASE is entered into this ____ day of _____, 2024, between ZIMMER VENTURES, LLC ("Landlord") and CITY OF CANBY, an Oregon municipal corporation, acting on behalf of CANBY AREA TRANSIT ("Tenant"). Landlord owns a building and other improvements on that certain property known as 195 S. Hazel Dell Way, Canby, Clackamas County, Oregon known as THE SEQUOIA COMMERCE CENTER (the "Property"). Landlord hereby leases to Tenant and Tenant hereby leases from Landlord certain space on the Property consisting of 1728 rentable square feet, as outlined on the attached Exhibit A (the "Premises") on the terms and conditions set forth in this Lease. The Property, as it may be expanded or otherwise reconfigured from time to time is sometimes referred to herein as "Suite C of Lot 1 of the Zimmer Commerce Center".

1. TERM. The term of this Lease (the "Term") is for a period of ninety-six (96) months. The Term commenced on January 1, 2018 and will expire at 12:00am PST on January 1, 2026, unless the Landlord or Tenant terminates the Lease at an earlier date in accordance with the Lease or as otherwise permitted by law.

2. RENT. The Landlord and Tenant represent and warrant that as of the date the parties enter into this Lease, Tenant has paid and Landlord has received all Rent (as that term is broadly defined in paragraph (2)(d), below) due and payable under the Lease. Beginning on July 1, 2023, which will be the first day of "month 1" for purposes of calculating Rent for the remainder of the Term, the Tenant shall pay to Landlord the "Base Rent" plus adjustments to Base Rent, as defined in this section. Based on the Term's expiration date of January 1, 2026, "Month 30" is the month of December, 2025.

(a) Base Rent. The monthly Base Rent shall be:

- (i) Months 1 through 12 \$3606 per month
- (ii) Months 13 through 24 \$3714 per month (previous 12 months base rent plus \$108)
- (iii) Months 25 through 30 \$3825 per month (previous 12 months base rent plus \$111)

(b) Adjustments in Base Rent: The Base Rent referenced in paragraph 2(a)(i) (Months 1 through 12) will be increased annually at the rate of three percent (3%) per annum. Thus, instead of \$3606 being the amount of Base Rent for months 13 through 24, the new Base Rent increase would be \$3714 with a similar percent increase in the following years.

(c) No Partnership Created. Landlord is not by virtue of this Section 2 a partner or joint venture with Tenant in connection with the activities carried on under this Lease, and shall have no obligation with respect to Tenant's debts or other liabilities.

(d) Additional Rent. All references to "Rent" or "Rental" in this Lease shall mean Base Rent, and all other payments required of Tenant under this Lease unless a narrower meaning is expressly specified. All payments of Rent shall be made to Landlord without offset, abatement, or deduction.

3. SECURITY DEPOSIT (FIRST AND LAST MONTH'S RENT). Tenant and Landlord represent and warrant that Tenant has paid and Landlord has received a sum of \$6121 as security for the full and faithful performance by Tenant of all of the covenants and terms of this Lease required to be performed by Tenant. Such security deposit shall be returned to Tenant after the expiration of this Lease, provided Tenant has fully and faithfully carried out all of Tenant's obligation hereunder, including the payment of all amounts due to Landlord hereunder and the surrender of the Premises to Landlord in the condition required in this Lease. However, Landlord, at its option, may apply such sum on account of the payment of the last month's Base Rent or other unpaid obligation of Tenant's. Such sum may be commingled with other funds of Landlord and shall not bear interest. In the event of a sale of the property on which the Premises are located, subject to this Lease, Landlord shall have the right to transfer the lease consideration to the purchaser to be held under the terms of this Lease, and Landlord shall thereupon be released from all liability for the return of the lease consideration. Tenant agrees to look solely to the new landlord for the return of the lease consideration.

4. TAXES, INSURANCE, AND OPERATING EXPENSES.

(a) Tenant's Taxes. Tenant shall be responsible for and shall pay before delinquent all taxes assessed during the Term against any leasehold or personal property of any kind owned by or placed upon or about the Premises by Tenant.

(b) Tenant's Share of Property Taxes. In addition to Base Rent, Tenant shall pay during each calendar year or part thereof during the Term, Tenant's Proportionate Share (as provided in Section 4(h)) of the total real property taxes and assessments levied, assessed or imposed during the Term upon the Property or the use, occupancy or operations of the Property ("Taxes") for each such calendar year. PROVIDED HOWEVER, IN THE EVENT THE PROPERTY TAXES ARE REDUCED BECAUSE OF TENANT'S GOVERNMENTAL NOT-FOR-PROFIT STATUS, TENANT WILL BE ENTITLED TO ALL CREDITS APPLICABLE TO SUITE C OF LOT 1 OF THE ZIMMER COMMERCE CENTER. **It is assumption of both parties that Tenant will not have to pay these taxes.** Otherwise, in the interim commencing with the payment due July 1, 2023, Tenant shall pay to Landlord an amount each month, which is equal to one-twelfth of Landlord's reasonable estimate of Tenant's share of the Taxes. Landlord shall notify Tenant of the estimated monthly amount to be paid and of any changes in the estimated amount, and Tenant shall pay Landlord such estimated amount at the same time as and together with Tenant's Base Rent. When the actual Taxes are determined each year, Landlord shall furnish to tenant a statement showing in reasonable detail the computation of Tenant's share of the Taxes, and the charge or credit to Tenant for any difference between the actual amount and the estimated amounts previously paid by tenant. Any deficiency shall be reimbursed by Tenant within ten (10) days after Landlord gives Tenant notice thereof and any credit shall be applied to Tenant's next succeeding payment of Rent or other charges under the Lease. No interest or earnings shall be payable by Landlord to Tenant on any amount paid hereunder and Landlord may commingle such payment with other funds of Landlord. Should there be in effect during the Term any law, statute, or ordinance which levies, assesses or imposes any tax (other than federal or state income tax) upon rents, Tenant shall pay such taxes as may be attributable to the Rents under this Lease or shall reimburse Landlord for any such taxes paid by Landlord within ten (10) days after Landlord bills Tenant for same.

(c) Insurance. During the term, Landlord shall maintain in full force policy or policies of fire insurance with standard extended coverage endorsements covering the building or buildings and other improvements (exclusive of Tenant's trade fixtures, tenant improvements and other personal property) situated on the Property. During the Term, Landlord shall maintain in full force a comprehensive liability insurance policy insuring Landlord against liability for bodily injury and property damage occurring in, on or about the Property. Landlord shall use its reasonable efforts to secure said insurance at competitive rates. Tenant shall pay Tenant's Proportionate Share of such insurance pursuant to the terms of Section 4(h) of this Lease, as part of Operating Expenses.

(d) Increases in Premiums. This Lease is entered into on the basis that Tenant's occupancy will not affect the Property's classification for insurance rating purposes. If Tenant's initial intended use of the Premises results in higher insurance premiums for any buildings situated on the Property, Tenant shall pay for the increased costs of the premiums for insuring any such buildings against loss by fire with standard extended coverage endorsements during the Term. If the insurance premiums on any such buildings are increased during the Term as a result of the installation of equipment on the Premises by Tenant, by reason of Tenant maintaining certain goods or materials on the Premises or as a result of other use or occupancy of the Premises by Tenant, Tenant shall pay the additional cost of the insurance for any such buildings (whether or not Landlord has consented to the activity resulting in the increased insurance premiums). Tenant shall refrain from any activity in its use of the Premises which would make it impossible to insure the Premises or the buildings situated on the Property against casualty or which would increase the insurance rate of any such buildings or prevent Landlord from taking advantage of the ruling of the Insurance Rating Bureau of the state in which the Premises are or its successors allowing Landlord to obtain reduced premium rates for long term fire insurance policies, unless Tenant pays the additional cost of the insurance. All of Tenant's electrical equipment shall be U-L approved. If Tenant installs any electrical equipment that overloads the lines in the Premises or in any such buildings, Tenant shall at its own expense make whatever changes are necessary to comply with the requirements of the insurance underwriters and governmental authorities having jurisdiction. Any insurance premiums to be paid by Tenant by reason of its initial intended use of the Premises or any increase in fire insurance premiums attributable to Tenant's use or occupancy of the Premises during the Term shall be paid by Tenant to Landlord within thirty days after Landlord bills Tenant for the same.

(e) Indemnity; Tenant's Insurance. Tenant shall indemnify and save harmless Landlord from any and all liability, damage, expenses, attorney's fees, causes of actions, suits, claims or judgments, arising out of or connected with (i) the use, occupancy, management, or control of the Premises, (ii) any failure of Tenant to comply with the terms of this Lease, and (iii) the negligent acts or omissions of Tenant, its agents, officers, directors, employees, or invitees; provided, however, that Tenant shall not be liable for claims caused by the negligence of Landlord. Tenant shall, at its own cost and expense, defend any and all suits which may be brought against Landlord either alone or in conjunction with others upon any such above mentioned cause or claim, and shall satisfy, pay, and discharge any and all judgments that may be recovered against Landlord in any such action or actions in which Landlord may be a party defendant. Neither Landlord nor any partner, director, officer, agent, or employee of Landlord shall be liable to Tenant or any person claiming through Tenant for any loss,

injury, or damage whatsoever, including without limitation any loss, injury, or damage caused by other tenants or persons in or about the Property, except to the extent any such loss, injury, or damage is caused by or results from the negligent or willful act or omission of Landlord or its agents or employees. Except in cases of Landlord negligence, Landlord shall not be liable for consequential damages, including lost profits, of Tenant or any person claiming through Tenant, regardless of the cause of any loss, injury, or damage. Tenant shall at its own expense during the Term carry in full force and effect a comprehensive public liability insurance policy, with an insurance carrier satisfactory to Landlord, naming Landlord as an additional insured, with combined limits of not less than \$2,000,000 in bodily injury liability, and property damage liability, insuring against any and all liability of Tenant with respect to the Premises and under this Lease, or arising out of the maintenance, use or occupancy of the Premises. Such policy shall provide that the insurance shall not be cancelable or modified without at least ten (10) days' prior written notice to Landlord and shall be deemed primary and noncontributing with other insurance available to Landlord. Tenant shall maintain, at Tenant's expense, insurance covering Tenant's personal property, furnishings, fixtures, and equipment; Landlord is not responsible, therefore. On or before the Commencement Date, Tenant shall furnish Landlord with a certificate or other acceptable evidence that such insurance is in effect. Tenant shall also provide and maintain insurance to comply with Worker's Compensation and Employer's Liability Laws.

(f) Routine Operating Expenses. From and after the Commencement Date, Tenant shall pay to Landlord during each calendar year or part thereof during the Term, in addition to Base Rent and additional rent ("Additional Rent") Tenant's Proportionate Share of Routine Operating Expenses. Tenant shall pay to Landlord an amount each month which is equal to one-twelfth of Landlord's reasonable estimate of Tenant's share of the Routine Operating Expenses. Landlord shall notify Tenant of the estimated monthly amount to be paid, and of any changes in the estimated amount, and Tenant shall pay Landlord such estimated amount at the same time as and together with Tenant's Base Rent. When the actual Routine Operating Expenses are determined each year, Landlord shall furnish to Tenant a statement showing in reasonable detail the computation of Tenant's share of the Routine Operating Expenses, and the charge or credit to Tenant for any difference between the actual amount and the estimated amounts previously paid by Tenant. Any deficiency shall be reimbursed by Tenant within ten (10) days after Landlord gives Tenant notice thereof and any credit shall be applied to Tenant's next succeeding payment of Rent or other charges under the Lease. No interest or earnings shall be payable by Landlord to Tenant on any amount paid hereunder, and Landlord may commingle such payment with other funds of Landlord. The term "Routine Operating Expenses" means all reasonable and routine expenses paid or incurred by Landlord or on Landlord's behalf and determined by Landlord to be necessary or appropriate for the efficient operation, maintenance, and repair of the Property, for those areas of the Property not reserved for exclusive use by a specific tenant, such as the driveways, parking areas, landscape areas, curbs, sidewalks, plazas, and refuse collection areas. Routine Operating Expenses shall include, but not be limited to, the following (to the extent not chargeable to a specific tenant):

(i) Salaries, wages, and benefits (including without limitation medical and other insurance, pension payments, payroll taxes, and worker's compensation insurance) for employees of Landlord, if any, engaged in the on-site repair, operation, maintenance, management, engineering, or security of the Property;

(ii) All expenses incurred for gas, electricity, heat, heat, ventilation, air conditioning, water, and other services or utilities furnished to the Property, together with any taxes thereon;

(iii) All repair, replacement, service, and general maintenance costs relating to the Property, including without limitation heating, ventilating, and air conditioning systems, sidewalks, landscaping, surface parking, service areas, refuse collection areas, mechanical rooms, roofs, and building exteriors, whether the work in question is done by Landlord or its agents, or by an independent contractor;

(iv) The cost of all insurance charges, including without limitation casualty, comprehensive liability, fire with extended coverage endorsement, boiler and machinery, rent loss, earthquake, flood, and such other policies of insurance as Landlord deems reasonable to obtain with respect to the Property;

(v) The cost or rental of all supplies, including without limitation cleaning supplies, light bulbs, tubes and ballasts, materials, and equipment, and all taxes thereon;

(vii) The cost of reasonable alterations and improvements to ZIMMER COMMERCIAL CENTER as required by any governmental authority or insurance underwriter or similar board or body;

(viii) Actual management fees paid to a third party with respect to the Property or, if no managing agent is employed by Landlord, a management fee not in excess of the then-prevailing management fees charged for comparable properties in the Portland, Oregon metropolitan area;

(ix) Legal, accounting and other professional fees incurred in connection with general, routine operations, maintenance, and management of the Property as it applies to Routine Operating Expenses;

(x) Any parking charges, utilities surcharges, or other costs levied, assessed, or imposed by or at the direction of, or resulting from statutes or regulations, or interpretations thereof, promulgated by, any governmental authority in connection with the use or occupancy of the Property or the parking facilities serving the Property;

(xi) All other expenses properly allocable to the operation, repair, and maintenance of the Property in accordance with generally accepted accounting principles.

(g) Net Lease. This Lease shall be an absolutely net lease and Rent shall be paid to Landlord absolutely net of all costs and expenses. The provisions for payment of Tenant's Proportionate Share of Taxes and Operating Expenses are intended to pass on to Tenant and to reimburse Landlord for all costs and expenses of the nature described in this Lease.

(h) Tenant's Proportionate Share. As of the date of this Lease, Tenant's Proportionate Share of Taxes, insurance, and Operating Expenses is twenty-five per cent (25%). Tenant's Proportionate Share may be adjusted from time to time if the number of rentable square feet in the Property is remeasured or changes, so long as such adjustment is equitable.

5. PLACE OF PAYMENT. Tenant shall pay the Rent and other amounts required to be paid by Tenant hereunder to Landlord at the address for Landlord set forth on the last

page of this Lease, or at such other place as Landlord may from time to time designate in writing.

6. USE OF PREMISES. The Premises shall be used for retail office space to support CANBY AREA TRANSIT (CAT) and for no other purpose without Landlord's written consent, which consent shall not be unreasonably withheld. In connection with the use of Premises or as a tenant or owner of any other parcel in the ZIMMER COMMERCE CENTER, Tenant shall:

(a) Conform to and comply with all applicable laws and regulations of any public authority affecting the Premises, the condition of the Premises, and the use of the Premises and correct promptly, at Tenant's own expense, any failure of compliance.

(b) Refrain from any activity which would be reasonably offensive to Landlord, to other tenants in any buildings situated on the Property, or to owners or users of the adjoining premises, or which would tend to create a nuisance or damage the reputation of the Premises or of any such buildings. Without limiting the generality of the foregoing, Tenant shall not permit any objectionable noise or odor to escape or be emitted from the Premises nor permit the use of flashing (strobe) lights.

(c) Refrain from loading the floors beyond the point considered safe by a competent engineer or architect selected by Landlord and refrain from using water, sewer, and plumbing systems in any harmful way. Tenant shall use hair interceptors, grease traps or other drain protection devices as needed to avoid such harmful use.

(d) Tenant, at its sole cost and expense, may install a sign on the fascia of the building at a location and of a style which meets the approval of the landlord (consent shall not be unreasonably withheld) and is in accordance with all appropriate government regulations. Tenant may also have signage at the existing pylon reserved for ZIMMER COMMERCE CENTER tenants. Tenant shall have use of the top lens panel on each side of the pylon for its exclusive use. Notwithstanding Landlord's consent to any signs, Tenant shall remove all such signs upon expiration or termination of the Lease and repair any damage to the Premises caused thereby, at Tenant's own cost and expense.

(e) Comply with any reasonable rules respecting the use of the Premises promulgated by Landlord from time to time and communicated to Tenant in writing. Of the twenty-eight (28) parking spaces allocated for Lot 1 of ZIMMER COMMERCE CENTER, Tenants normal use shall not exceed seven (7) of these spaces. It is understood by the parties that until occupied by future tenants, the remaining additional 14 spaces, for a total of 21 spaces, will be available for use by Tenant.

(f) Not permit any cash, credit card, or coin-operated vending, novelty or gaming machines or equipment on the Premises without the prior written consent of Landlord; and not to permit the use of any part of the Premises for a second-hand store, nor for an auction, distress or fire sale, or bankruptcy or going-out-of-business sale or the like.

(g) Not commit or suffer any strip or waste of the Premises including without limitation the improvements thereon or any part thereof; and Tenant shall keep the Premises in a neat, clean, sanitary, and orderly condition.

(h) Not display or sell merchandise outside the exterior walls of the Premises;

and

(i) Shall not cause or permit any Hazardous Substance to be spilled, leaked, disposed of, or otherwise released on or under the Premises. Tenant may use or otherwise handle on the Premises only those Hazardous Substances typically used or sold in the prudent and safe operation of the uses specified in Section 6. Tenant may store such Hazardous Substances on the Premises only in quantities necessary to satisfy Tenant's reasonably anticipated needs. Tenant shall comply with all Environmental Laws and exercise the highest degree of care in the use, handling, and storage of Hazardous Substances and shall take all practicable measures to minimize the quantity and toxicity of Hazardous Substances used, handled, or stored on the Premises. Upon the expiration or termination of this Lease, Tenant shall remove all Hazardous Substances from the Premises. The term Environmental Law shall mean any federal, state, or local statute, regulation, or ordinance or any judicial or other governmental order pertaining to the protection of health, safety or the environment. The term Hazardous Substance shall mean any hazardous, toxic, infectious or radioactive substance, waste, and material as defined or listed by any Environmental Law and shall include, without limitation, petroleum oil and its fractions.

(j) Be subject to Declaration and Establishment of Protective Covenants, Conditions and Restrictions and Grant of Easements, Clackamas County Recorder's Fee No. 2007-081170, as amended in Clackamas County Recorder's Fee No. 2009-026540.

7. IMPROVEMENTS AND ALTERATIONS.

a. Landlord Improvements And Alterations.

(i) Landlord shall be responsible for making alterations requested by Tenant in conformance with the attached Exhibit B (ceiling plan and floor plan). Construction notes have been enlarged for the convenience of Landlord and Tenant. Except for the alterations requested by the Tenant in the attached Exhibit B, Landlord shall not be required to make any further improvements or alterations to the premises.

(ii) Provided, however, Tenant shall obtain and pay for all developmental, design and architectural permits, fees and costs.

b. Tenant Improvements And Alterations.

(i) When Tenant takes possession of the Premises, Tenant shall be deemed to have accepted the Premises and the Building in their current condition. Landlord makes no representations regarding the fitness of the Premises or the Building for any particular purpose.

(ii) Tenant shall make no improvements or alterations to the premises of any kind without the prior written consent of Landlord, which consent shall not be unreasonably withheld.

(iii) All work by Tenant shall be done in strict compliance with all applicable building, fire, sanitary and safety codes and other applicable laws, statutes, regulations and ordinances and Tenant shall secure all necessary permits for the same.

Tenant shall keep the premises free from all liens in connection with any such work. Landlord or

Landlord's agents shall have the right at all reasonable times to inspect the quality and progress of such work.

(iv) All improvements, alterations and other work performed on the Premises by the Tenant shall be the property of Landlord when installed, except for Tenant's trade fixtures, and items marked on the Exhibit C to be removed at the conclusion of the Lease. All such improvements, alterations or other work to be performed by Tenant shall be at the Tenant's sole cost and expense.

8. REPAIRS AND MAINTENANCE.

(a) Landlord's Responsibilities. The following shall be the responsibility of Landlord, and Landlord shall maintain all of the following in good condition and repair:

(i) Structural repairs and maintenance and repairs necessitated by structural disrepair or defects;

(ii) Repair and maintenance of the exterior walls, roof, gutters, downspouts and the foundation of the building in which the Premises are located. This shall not include maintenance of the operating condition of doors and windows or replacement of glass, nor maintenance of the store front; and

(iii) Repair of interior walls, ceilings, doors, windows, floors and floor coverings when such repairs are made necessary because of failure of Landlord to keep the structure in repair as above provided in this Section 8(a).

(b) Tenant's Responsibilities. The following shall be the responsibility of Tenant, and Tenant shall maintain all of the following in good condition and repair:

(i) The interior of the Premises including any interior decorating;

(ii) Any repairs necessitated by the negligence of Tenant, its agents, employees and invitees and their use of the Premises;

(iii) Maintenance and repair of the heating, ventilating, and air conditioning systems, plumbing system, electrical system, and sprinkler systems, if any. However, Landlord reserves the right to contract with a service company for the maintenance and repair of the foregoing systems, or any of them; and Tenant's share of such expenses shall be paid by Tenant to Landlord monthly;

(iv) Maintenance and repair of the interior walls and floor coverings (both hard surfaces and carpeting);

(v) Any repairs or alterations required under Tenant's obligation to comply with laws and regulations as set forth in this Lease; and

(vi) All other repairs or maintenance to the Premises which Landlord is not expressly required to make under Section 8(a) above, which includes, without limiting the generality of the foregoing, the replacement of all glass which may be broken or cracked during the Term with glass of as good or better quality than that in use at the commencement

of the Term, wiring, plumbing, drainpipes, sewers, and septic tanks including without limitation, repairs outside of the Premises if the need for the repair arises from Tenant's use of the Premises. All of Tenant's work shall be in full compliance with then-current building code and other governmental requirements.

(c) Inspections. Landlord shall have the right to inspect the Premises at any reasonable time or times to determine the necessity of repair. Whether or not such inspection is made, the duty of Landlord to make repairs as outlined above in any area in Tenant's possession and control shall not mature until a reasonable time after Landlord has received from Tenant written notice of the necessity of repairs, except in the event emergency repairs may be required and in such event Tenant shall attempt to give Landlord appropriate notice considering the circumstances.

(d) Landlord's Work. All repairs, replacements, alterations or other work performed on or around the Premises by Landlord shall be done in such a way as to interfere as little as reasonably possible with the use of the Premises by Tenant. Tenant shall have no right to an abatement of Rent nor any claim against Landlord for any inconvenience or disturbance resulting from Landlord's performance of repairs and maintenance pursuant to this Section 8.

9. LIENS. Tenant shall keep the Premises free from all liens, including mechanic's liens, arising from any act or omission of Tenant or those claiming under Tenant. Landlord shall have the right to post and maintain on the Premises or the building in which the Premises are situated such notices of non-responsibility as are provided for under the lien laws of the state in which the Premises are located.

10. UTILITIES. Tenant shall pay promptly for all water and sewer facilities, gas and electrical services, including heat and light, garbage collection, and all other facilities and utility services used by Tenant or provided to the Premises during the Term. If the heating and air-conditioning systems are not on separate meters, Tenant shall pay its proportionate share of such charges based upon the actual use of the heat and air conditioning by Tenant and by the other tenants of the building in which the Premises are situated within ten (10) days after billings therefore. Tenant shall arrange for regular and prompt pickup of trash and garbage and shall store such trash and garbage in only those areas designated by Landlord. However, if Landlord elects to arrange for garbage collection on a cooperative basis for Tenant and other tenants, Tenant shall pay its proportionate share of the garbage collection charges, within ten (10) days after billings therefore. Landlord shall not be liable for any interruption of utility services to the Premises.

11. ICE, SNOW, AND DEBRIS. Tenant shall keep the walks in front of the Premises free and clear of ice, snow, rubbish, debris, and obstructions. Tenant shall save and protect Landlord from any injury whether to Landlord or Landlord's property or to any other person or property caused by Tenant's failure to perform Tenant's obligations under this Section 11. Tenant's obligations under this Section 11 shall be performed at Tenant's cost and expense.

12. WAIVER OF SUBROGATION. Neither party shall be liable to the other for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement, including sprinkler leakage insurance, if any. All claims or rights of recovery for any and all such loss or damage, however caused, are hereby waived.

Without limiting the generality of the foregoing, said absence of liability shall exist whether or not such loss or damage is caused by the negligence of either Landlord or Tenant or by any of their respective agents, servants or employees.

13. INJURY TO TENANT'S PROPERTY. Landlord shall not be liable for any injury to any property of Tenant or to any person in or upon the Premises resulting from fire or collapse of the building in which the Premises are located or any portion thereof or any other cause, including but not limited to damage by water, gas or steam, or by reason of any electrical apparatus in or about the Premises. Landlord shall not be responsible for securing the Premises or providing security to the Building.

14. DAMAGE OR DESTRUCTION.

(a) Partial Destruction. If the Premises shall be partially damaged by fire or other cause, and Section 14(b) below does not apply, the damages to the Premises shall be repaired by Landlord, and all Base Rent until such repair shall be made shall be apportioned according to the part of the Premises which is useable by Tenant, except when such damage occurs because of the fault of Tenant. The repairs shall be accomplished with all reasonable dispatch. Landlord shall bear the cost of such repairs unless the damage occurred from a risk which would not be covered by a standard fire insurance policy with an endorsement for extended coverage, including sprinkler leakage, and the damage was the result of the fault of Tenant, in which event Tenant shall bear the expense of the repairs. However, if the holder of any indebtedness secured by the Property requires that the insurance proceeds be applied to such indebtedness, then Landlord shall have the right to terminate this Lease.

(b) Substantial Damage. If the buildings situated on the Property or the building in which the Premises are located or the Premises, or any of them, are 50% or more destroyed during the Term by any cause, Landlord may elect to terminate the Lease as of the date of damage or destruction by notice given to Tenant in writing not more than 45 days following the date of damage. In such event all rights and obligations of the parties shall cease as of the date of termination. In the absence of an election to terminate, Landlord shall proceed to restore the Premises, if damaged, to substantially the same form as prior to the damage or destruction, so as to provide Tenant useable space equivalent in quantity and character to that before the damage or destruction. Work shall be commenced as soon as reasonably possible, and thereafter proceed without interruption, except for work stoppages on account of matters beyond the reasonable control of Landlord. From the date of damage until the Premises are restored or repaired, Base Rent shall be abated or apportioned according to the part of the Premises useable by Tenant, unless the damage occurred because of the fault of Tenant. Landlord shall bear the cost of such repairs unless the damage occurred from a risk which would not be covered by a standard fire insurance policy with an endorsement for extended coverage, including sprinkler leakage, and the damage was the result of the fault of Tenant, in which event Tenant shall bear the expense of the repairs.

(c) Restoration. If the Premises are to be restored by Landlord as above provided in this Section 14, Tenant, at its expense, shall be responsible for the repair and restoration of all items which were initially installed at the expense of Tenant (whether the work was done by Landlord or Tenant) or for which an allowance was given by Landlord to Tenant, together with Tenant's stock in trade, trade fixtures, furnishings, and equipment; and Tenant

shall commence the installation of the same promptly upon delivery to it of possession of the Premises and Tenant shall diligently prosecute such installation to completion.

15. EMINENT DOMAIN.

(a) Partial Taking. If a portion of the Premises is condemned and neither Section 15(b) nor Section 15(c) apply, the Lease shall continue in effect. Landlord shall be entitled to all the proceeds of condemnation, and Tenant shall have no claim against Landlord as a result of condemnation. Landlord shall proceed as soon as reasonably possible to make such repairs and alterations to the Premises as are necessary to restore the remaining Premises to the condition as comparative as reasonably practicable to that existing at the time of condemnation. Base Rent shall be abated to the extent that the Premises are untenable during the period of alteration and repair. After the date on which title vests in the condemning authority, Base Rent shall be reduced commensurately with the reduction in value of the Premises as an economic unit on account of the partial taking. However, if the holder of any indebtedness secured by the Property requires that the condemnation proceeds be applied to such indebtedness, then Landlord shall have the right to terminate this Lease.

(b) Substantial Taking of the Property. If a condemning authority takes any substantial part of the Property or any substantial part of the building in which the Premises are located, the Lease shall, at the option of Landlord, terminate as of the date title vests in the condemning authority. In such event all rights and obligations of the parties shall cease as of the date of termination. Landlord shall be entitled to all of the proceeds of condemnation, and Tenant shall have no claim against Landlord as a result of the condemnation.

(c) Substantial Taking of Premises. If a condemning authority takes all of the Premises or a portion sufficient to render the remaining Premises reasonably unsuitable for Tenant's use, the Lease shall terminate as of the date title vest in the condemning authority. In such event all rights and obligations of the parties shall cease as of the date of termination. Landlord shall be entitled to all of the proceeds of condemnation, and Tenant shall have no claim against Landlord as a result of the condemnation.

(d) Definition. Sale of all or any part of the Premises to a purchaser with the power of eminent domain in the face of a threat or probability of the exercise of the power shall be treated for the purpose of this Lease as a taking by condemnation.

16. BANKRUPTCY. Subject to Section 17, this Lease shall not be assigned or transferred voluntarily or involuntarily by operation of law. It may, at the option of Landlord, be terminated, if Tenant be adjudged bankrupt or insolvent, or makes an assignment for the benefit of creditors, or files or is a party to the filing of a petition in bankruptcy, or commits an act of bankruptcy, or in case a receiver or trustee is appointed to take charge of any of the assets of Tenant or sub lessees or assignees in or on the Premises, and such receiver or trustee is not removed within 30 days after the date of his appointment, or in the event of judicial sale of the personal property in or on the Premises upon judgment against Tenant or any sub lessees or assignee hereunder, unless such property or reasonable replacement therefore be installed on the Premises. To the extent permitted by law, this Lease or any sublease hereunder shall not be considered as an asset of a debtor-in-possession, or an asset in bankruptcy, insolvency, receivership, or other judicial proceedings.

17. DEFAULT. The following shall be events of default:

(a) Failure of Tenant to pay any Base Rent, or Additional Rent when due or failure of Tenant to pay any other charge required under this Lease when due.

(b) Failure of Tenant to execute the documents described in Section 21 or 22 within the time required under such Sections; failure of Tenant to provide or maintain the insurance required of Tenant pursuant to Section 4(e); or failure of Tenant to comply with any governmental law, order, rule, regulation, ordinance or directive applicable to the Premises within 24 hours within written demand by Landlord.

(c) Failure of Tenant to comply with any term or condition or fulfill any obligation of this Lease (other than the failures described in Sections 17(a) or 17(b)), within ten (10) days after written notice by Landlord specifying the nature of the default with reasonable particularity. If the default is of such nature that it cannot be completely remedied within the ten (10) day period, this provision shall be complied with if Tenant begins correction of the default within the ten (10) day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable. Landlord shall not be obligated to give written notice for the same type of default more than twice; at Landlord's option a failure to perform an obligation after the second notice shall be an automatic Event of Default, without notice or an opportunity to cure.

(d) The abandonment of the Premises by Tenant or the failure of Tenant for fifteen (15) days or more to operate the business activities described in Section 6 of this Lease in the Premises unless such failure is excused under other provisions of this Lease.

(e) The bankruptcy or the occurrence of other acts specified in Section 16 of this Lease which give Landlord the option to terminate.

18. REMEDIES ON DEFAULT. In the event of a default, Landlord may, at Landlord's option, exercise anyone or more of the rights and remedies available to a landlord in the state in which the Premises are located to redress such default, consecutively or concurrently, including the following:

(a) Landlord may elect to terminate Tenant's right to possession of the Premises or any portion thereof by written notice to Tenant. Following such notice, Landlord may re-enter, take possession of the Premises and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages. To the extent permitted by law, Landlord shall have the right to retain the personal property belonging to Tenant which is on the Premises at the time of re-entry, or the right to such other security interest therein as the law may permit, to secure all sums due or which become due to Landlord under this Lease. Perfection of such security interest shall occur by taking possession of such personal property or otherwise as provided by law.

(b) Following re-entry by Landlord, Landlord may relet the Premises for a term longer or shorter than the Term and upon any reasonable terms, including the granting of rent concessions to the new tenant. Landlord may alter, refurbish or otherwise change the character or use of the Premises in connection with such reletting. Landlord shall not be required to relet for any use or purpose which Landlord may reasonably consider injurious to its property or to any tenant which Landlord may reasonably consider objectionable. No such

reletting by Landlord following a default by Tenant shall be construed as an acceptance of the surrender of the Premises. If rent received upon such reletting exceeds the Rent received under this Lease, Tenant shall have no claim to the excess.

(c) Following re-entry Landlord shall have the right to recover from Tenant the following damages:

(i) All unpaid or other charges for the period prior to re-entry, plus interest at a rate equal to six percent (6%) per annum.

(ii) An amount equal to the Rent lost during any period during which the Premises are not relet, if Landlord uses reasonable efforts to relet the Premises. If Landlord lists the Premises with a real estate broker experienced in leasing commercial property in the metropolitan area in which the Premises are located, such listing shall constitute the taking of reasonable efforts to relet the Premises.

(iii) All costs incurred in reletting or attempting to relet the Premises, including but without limitation, the cost of cleanup and repair in preparation for a new tenant, the cost of correcting any defaults or restoring any unauthorized alterations and the amount of any real estate commissions or advertising expenses.

(iv) Reasonable attorney's fees incurred in connection with the default, whether or not any litigation is commenced.

(d) Landlord may sue periodically to recover damages as they accrue throughout the Term and no action for accrued damages shall be a bar to a later action for damages subsequently accruing. To avoid a multiplicity of actions, Landlord may obtain a decree of specific performance requiring Tenant to pay the damages stated in Section 18(c) above as they accrue. Alternatively, Landlord may elect in anyone action to recover accrued damages plus damages attributable to the remaining Term equal to the difference between the Rent under this Lease and the reasonable rental value of the Premises for the remainder of the Term, discounted to the time of the judgment at the rate of six percent (6%) per annum.

(e) In the event that Tenant remains in possession following default and Landlord does not elect to re- enter, Landlord may recover all back Rent and other charges, and shall have the right to cure any nonmonetary default and recover the cost of such cure from Tenant, plus interest from the date of expenditure at the Interest Rate. In addition, Landlord shall be entitled to recover attorney's fees reasonably incurred in connection with the default, whether or not litigation is commenced. Landlord may sue to recover such amounts as they accrue, and no one action for accrued damages shall bar a later action for damages subsequently accruing.

(f) The foregoing remedies shall not be exclusive but shall be in addition to all other remedies and rights provided under applicable law, and no election to pursue one remedy shall preclude resort to another remedy.

19. SURRENDER AT EXPIRATION

(a) Condition of Premises. Upon expiration of the Term or earlier termination Tenant shall deliver all keys to Landlord and surrender the Premises in first- class

condition and broom clean. Except as provided in section 7 (see Exhibit C), improvements and alterations constructed by Tenant shall not be removed or restored to the original condition unless the terms of Landlord's consent provides otherwise or unless Landlord requests Tenant to remove such improvements or alterations, in which event Tenant shall remove the same and restore the Premises. Depreciation and wear from ordinary use for the purpose for which the Premises were let need not be restored, but all repair for which Tenant is responsible shall be completed to the latest practical date prior to such surrender. Tenant's obligations under this Section 19 shall be subject to the provisions of Section 14 relating to damages or destruction.

(b) Fixtures.

(i) Except as set forth in Exhibit C, all fixtures placed upon the Premises during the Term, other than Tenant's trade fixtures, shall, at Landlord option, become the property of Landlord. Movable furniture, decorations, floor covering other than hard surface bonded or adhesively fixed flooring, curtains, drapes, blinds, furnishing and trade fixtures shall remain the property of Tenant if placed on the Premises by Tenant; provided, however, if Landlord granted Tenant an allowance for improvements, installation, floor coverings, curtains, drapes, blinds or other items, such items shall at Landlord's option become the property of Landlord notwithstanding the installation thereof by Tenant.

(ii) If Landlord so elects, Tenant shall remove any or all fixtures which would otherwise remain the property of Landlord, and shall repair any physical damage resulting from the removal. If Tenant fails to remove such fixtures, Landlord may do so and charge the cost to Tenant with interest at the Interest Rate. Tenant shall remove all furnishings, furniture and trade fixtures which remain the property of Tenant. If Tenant fails to do so, this shall be an abandonment of the property, and Landlord may retain the property and all rights of Tenant with respect to it shall cease. Landlord may effect a removal and place the property in public or private storage for Tenant's account. Tenant shall be liable to Landlord for the cost of removal, transportation to storage, with interest on all such expenses from the date of expenditure at the Interest Rate.

(iii) The time for removal of any property or fixtures which Tenant is required to remove from the Premises upon termination shall be as follows:

(1) On or before the date the Lease terminates because of expiration of the Term or because of a default under Section 17.

(2) Within 30 days after notice from Landlord requiring such removal where the property to be removed is a fixture which Tenant is not required to remove except after such notice by Landlord, and such date would fall after the date on which Tenant would be required to remove other property.

(c) Holdover.

(i) If Tenant does not vacate the Premises at the time required, Landlord shall have the option to treat Tenant as a tenant from month-to-month, subject to all of the provisions of this Lease except the provision for the Term, and except the Base Rent provided herein shall double during the period of the month-to-month tenancy. Failure of Tenant to remove fixtures, furniture, furnishings or trade fixtures which Tenant is required to remove under this

Lease shall constitute a failure to vacate to which this Section 19(c) shall apply if the property not removed will substantially interfere with occupancy of the Premises by another tenant or with occupancy by Landlord for any purpose including preparation for a new tenant.

(ii) If a month-to-month tenancy results from a holdover by Tenant under this Section 19(c), the tenancy shall be terminable at the end of any monthly rental period on written notice from Landlord given not less than ten (10) days prior to the termination date which shall be specified in the notice. Tenant waives any notice which would otherwise be provided by law with respect to a month-to-month tenancy.

20. ASSIGNMENT AND SUBLETTING. Tenant shall not assign this Lease or sublet all or any part of the Premises without the written consent of Landlord, which consent will not be unreasonably withheld. Without limiting the generality of the foregoing, it shall not be unreasonable for Landlord to withhold its consent if the proposed assignee or sublessee does not have the net worth of Tenant and/or does not have an established record of high-quality operations. Tenant shall remain primarily liable, after any assignment or sublease, for the payment of all Rent and other charges under this Lease and for the performance of all of Tenant's obligations under this Lease, notwithstanding such assignment or subletting by Tenant.

21. SUBORDINATION. Tenant's interest hereunder shall be subject and subordinate to all mortgages, trust deeds, and other financing and security instruments placed on the Premises by Landlord from time to time ("Mortgages") except that no assignment or transfer of Landlord's rights hereunder to a lending institution as collateral security in connection with a Mortgage shall affect Tenant's right to possession, use and occupancy of the Premises so long as Tenant shall not be in default under any of the terms and conditions of this Lease. The provisions of this Section 21 shall be self-operating. Nevertheless, Tenant agrees to execute and acknowledge an instrument in recordable form which expressly subordinates Tenant's interest hereunder to the interests of the holder of any Mortgage within ten (10) days after request by Landlord. As an accommodation to Landlord and at its request, Tenant shall furnish Landlord current and past balance sheets and operating statements certified as accurate and up to date by Tenant and in the form requested by the holder of any Mortgage to which Landlord applies for financing concerning the Property or any prospective purchaser of the Property.

22. ESTOPPEL CERTIFICATE. Tenant shall from time to time, upon not less than ten (10) days prior notice, submit to Landlord, or to any person designated by Landlord, a statement in writing, in the form submitted to Tenant by Landlord, certifying that this Lease is unmodified and in full force and effect (or if there have been modifications, identifying the same by the date thereof and specifying the nature thereof), that to the knowledge of Tenant no uncured default exists hereunder (or if such uncured default does exist, specifying the same), the dates to which the Rent and other sums and charges payable hereunder have been paid, that Tenant has no claims against Landlord and no defenses or offsets to rental except for the continuing obligations under this Lease (or if Tenant has any such claims, defenses or offsets, specifying the same), and any other information concerning this Lease as Landlord reasonably requests.

23. PERFORMANCE BY LANDLORD. Landlord shall not be deemed in default for the nonperformance or for any interruption or delay in performance of any of the terms,

covenants and conditions of this Lease if the same shall be due to any labor dispute, strike, lockout, civil commotion or like operation, invasion, rebellion, hostilities, military or usurped power, sabotage, governmental regulations or controls, inability to obtain labor, services or materials, through acts of God, or other cause beyond the reasonable control of Landlord, providing such cause is not due to the willful act or neglect of Landlord. Tenant shall look only to Landlord's estate and property in the Property (or the proceeds thereof) for the satisfaction of any judgment against Landlord resulting from a default by Landlord hereunder, and no other property or assets of Landlord or its partners or principals, disclosed or undisclosed, shall be subject to levy, execution, or other enforcement procedure for the satisfaction of any such judgment.

24. LANDLORD'S RIGHT TO CURE DEFAULT. If Tenant shall fail to perform any of the covenants or obligations to be performed by Tenant, Landlord, in addition to all other remedies provided herein, shall have the option (but not the obligation) to cure such default after thirty days' written notice to Tenant. All of Landlord's expenditures incurred to correct the default shall be reimbursed by Tenant upon demand with interest from the date of expenditure at the Interest Rate. Landlord's right to cure defaults is for the sole protection of Landlord and the existence of this right shall not release Tenant from the obligation to perform all of the covenants herein provided to be performed by Tenant or deprive Landlord of any other right which Landlord may have by reason of such default by Tenant.

25. INSPECTION; CHANGES. Landlord, Landlord's agents and representatives, shall have the right to enter upon the Premises at reasonable times for the purpose of inspecting the same, for the purpose of making repairs or improvements to the Premises or the building in which the Premises are located, for showing the Premises during the final ninety days of the Term, or for any other lawful purpose.

26. FOR SALE AND FOR RENT SIGNS. During the period of ninety days prior to the date for the termination of this Lease, Landlord may post on the Premises or in the windows thereof signs of moderate size notifying the public that the Premises are "for sale" or "for rent" or "for lease".

27. ATTORNEY'S FEES. In the event a suit, action, arbitration, or other proceeding of any nature whatsoever, including without limitation any proceeding under the U.S. Bankruptcy Code, is instituted, or the services of an attorney are retained, to interpret or enforce any provision of this Lease or with respect to any dispute relating to this Lease, the prevailing or non-defaulting party shall be entitled to recover from the losing or defaulting party its attorneys', paralegals', accountants', and other experts' fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith. In the event of suit, action, arbitration, or other proceeding, the amount thereof shall be determined by the judge or arbitrator, shall include fees and expenses incurred on any appeal or review, and shall be in addition to all other amounts provided by law.

28. NOTICES. Any notice required or permitted under this Lease shall be in writing and shall be deemed given when actually delivered or when deposited in the United States mail as certified or registered mail, addressed to the addresses set forth on the last page of this Lease or to such other addresses as may be specified from time to time by either of the parties in the manner above provided for the giving of notice.

29. BROKERS. [INTENTIONALLY OMITTED]

30. LATE CHARGES. Tenant acknowledges that late payment by Tenant to Landlord of any Base Rent due hereunder will cause Landlord to incur costs not contemplated by this Lease, the exact amount of which will be extremely difficult to ascertain. Such costs may include, without limitation, processing and accounting charges and late charges which may be imposed on Landlord under the terms of any Mortgage. Accordingly, if any Rent is not received by Landlord within ten (10) days after it is due, Tenant shall pay to Landlord a late charge equal to five percent (5%) of the overdue amount. The parties hereby agree that such late charge represents a fair and reasonable estimate of the costs incurred by Landlord by reason of the late payment by Tenant. Acceptance of any late charge by Landlord shall in no event constitute a waiver of Tenant's default with respect to the overdue amount in question, nor prevent Landlord from exercising any of the other rights and remedies granted hereunder.

31. RULES AND REGULATIONS. Tenant and its employees and agents shall faithfully observe and comply with the rules and regulations for the Property attached as Exhibit D and such changes to such rules and regulations as Landlord may from time to time promulgate (the "Rules and Regulations"). Landlord shall not be liable to Tenant for any violation of the rules and Regulations by any other person, including any other tenant.

32. MISCELLANEOUS PROVISIONS.

(a) This Lease does not grant any rights of access to light or air over any part of the Property.

(b) Time is of the essence of this Lease.

(c) The acceptance by Landlord of any Rent or other benefits under this Lease shall not constitute a waiver of any default. Any waiver by Landlord of the strict performance of any of the provisions of this Lease shall not be deemed to be a waiver of subsequent breaches of the same character or of a different character, occurring either before or subsequent to such waiver, and shall not prejudice Landlord's right to require strict performance of the same provision in the future or of any other provision of this Lease.

(d) This Lease contains the entire agreement of the parties. This Lease shall not be amended or modified except by agreement in writing, signed by the parties hereto.

(e) Subject to the limitations on the assignment or transfer of Tenant's interest in this Lease, this Lease shall be binding upon and inure to the benefit of the parties, their respective heirs, personal representatives, successors, and assigns.

(f) No remedy herein conferred upon or reserved to Landlord or Tenant shall be exclusive of any other remedy herein provided or provided by law, but each remedy shall be cumulative.

(g) In interpreting or construing this Lease, it is understood that Tenant may be more than one person, that if the context so requires, the singular pronoun shall be taken to mean and include the plural, and that generally all grammatical changes shall be made, assumed, and implied to make the provisions hereof apply equally to corporations,

partnerships, and individuals.

(h) Section headings are for convenience and shall not affect any of the provisions of this Lease.

(i) If any provision of this Lease or the application thereof to any person or circumstance is, at any time or to any extent, held to be invalid or unenforceable, the remainder of this Lease, or the application of such provision to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each provision of this Lease shall be valid and enforceable to the fullest extent permitted by law.

(j) All agreements (including, but not limited to, indemnification agreements) set forth in this Lease, the full performance of which are not required prior to the expiration or earlier termination of this Lease, shall survive the expiration or earlier termination of this Lease and be fully enforceable thereafter.

(k) Each person executing this Lease on behalf of Tenant hereby covenants and warrants that Tenant is duly incorporated and validly existing under the laws of its state of incorporation; Tenant has full corporate right and authority to enter into this Lease and to perform all of the Tenant's obligations under this Lease; and each person signing this Lease on behalf of the corporation is duly and validly authorized to do so.

(l) Notwithstanding any language to the contrary in this Lease, Tenant in its sole discretion may terminate this Lease at any time for its convenience by providing no less than ninety (90) days prior written notice to Landlord. If Tenant terminates the Lease for its convenience, Tenant is only obligated to pay Landlord the Rent that will have accrued through the month that the termination is effective. Landlord is not entitled to Rent that Tenant would have paid through the remainder of the Term, lost profits or any other consequential damages that may result from Tenant terminating the Lease for its convenience.

33. ARBITRATION

a. Disputes to Be Arbitrated. If any dispute arises between the parties [as to a matter which this lease says should be arbitrated, or as to any other question involving apportionment or valuation], either party may request arbitration and appoint as an arbitrator an independent real estate appraiser having knowledge of valuation of rental properties comparable to the premises. The other party shall also choose an arbitrator with such qualifications, and the two arbitrators shall choose a third. If the choice of the second or third arbitrator is not made within 10 days of the choosing of the prior arbitrator, then either party may apply to the presiding judge of the judicial district where the premises are located to appoint the required arbitrator.

b. Procedure for Arbitration. The arbitrator shall proceed according to the Oregon statutes governing arbitration, and the award of the arbitrators shall have the effect therein provided. The arbitration shall take place in the county where the leased premises are located. Costs of the arbitration shall be shared equally by the parties, but each party shall pay its own attorney fees incurred in connection with the arbitration.

34. EXHIBITS AND ADDITIONAL PROVISIONS. The following exhibits are attached to this Lease and are incorporated as if they are fully set out within this instrument.

- Exhibit A (Premises Outline);
- Exhibit B (Transit Office Ceiling and Floor Plan);
- Exhibit C (Improvements to Be Removed Upon Lease Termination);
- Exhibit D (Rules and Regulations);
- Exhibit E (Renewal Options); and
- Exhibit F (Covenants, Conditions and Restrictions).

IN WITNESS WHEREOF, Landlord and Tenant have executed this Lease as of the date first set forth above.

Landlord:

ZIMMER VENTURES, LLC

By: Robert Zimmer
Title: Owner/Manager

Tenant:

CITY OF CANBY, an Oregon Municipal Corporation, acting on behalf of CANBY AREA TRANSIT (CAT)

By: Eileen Stein
Title: City Administrator
Address: PO Box 930 / 222 NE 2nd Avenue
Canby, OR 97013



CITY COUNCIL STAFF REPORT

Meeting Date 1/18/2024

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Todd Wood, Transit & Fleet Services Director
Agenda Item: Consider Ordinance 1616: An Ordinance Authorizing the City Administrator to Execute a Contract with AngelTrax, LLC, of Dothan, AL, in the Amount of \$86,263.28 to Provide Camera Systems for Canby Area Transit Vehicles.

Summary

This Ordinance will authorize the purchasing of camera system upgrades and equipment for Canby Area Transit (CAT) vehicles.

Background

Video cameras on public transportation are used to enhance passenger safety, reduce crime, and monitor operations. In 2016, CAT received a grant and Special Transportation Funds (STF) to install cameras on transit vehicles. Many of the cameras are out of date and unsupported.

Discussion

Many CAT vehicles have the original and older camera systems with software that is limited in function and no longer supported. In some cases, equipment no longer functions. Newer cameras will cover more areas of the bus with a clearer high-definition resolution. Updated systems will provide better video retention and options for assisting with accident or incident investigations. Canby Area Transit staff requested quotes from three (3) companies for the project and received responsive quotes from two (2). A third company was contacted via online form on website and by phone and did not respond.

- Gridless Power/Verkada submitted a quote for \$315,331.05. This includes removal of all equipment and systems and installation of the Verkada Camera system. There will be interior and exterior camera views.
- AngelTrax submitted a quote for \$86,263.28. This includes removal of the older systems and equipment, and installation of a Vulcan Camera System. There will be interior and exterior camera views.

The AngelTrax bid is substantially lower due to its compatibility with the existing CAT bus infrastructure. The Gridless Power/Verkada bid is higher because it requires complete replacement of bus infrastructure to accommodate their system.

Attachments

Ordinance 1616

Angel Trax Quote

Gridless Power/Verkada Quote

Fiscal Impact

CAT budgeted \$130,000 in FY 2023-24 for updating camera systems.

Recommendation

Staff recommends the City Council authorize the City Administrator to sign the contract with AngelTrax to purchase and install the Vulcan camera systems for 15 CAT vehicles, as provided in the attached quote.

Proposed Motion

"I move to approve **Ordinance No. 1616**: An Ordinance Authorizing the City Administrator to Execute a Contract with AngelTrax, LLC, of Dothan, AL, in the Amount of \$86,263.28 to Provide Camera Systems for Canby Area Transit Vehicles to a second reading on February 7, 2024."

ORDINANCE NO. 1616

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH ANGELTRAX, LLC, OF DOTHAN, AL, IN THE AMOUNT OF \$86,263.28 TO PROVIDE CAMERA SYSTEMS FOR CANBY AREA TRANSIT VEHICLES.

WHEREAS, the City of Canby on behalf of Canby Area Transit (CAT) purchased the original camera system back in 2016;

WHEREAS, the current camera system is out of date no longer supported;

WHEREAS, Canby Area Transit requested quotes from three suppliers;

WHEREAS, Canby Area Transit received two quotes; and

WHEREAS, the quote from AngelTrax LLC, Dothan, AL was the lowest.

NOW, THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:

The City Administrator is hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract agreement with AngelTrax LLC in Dothan, Alabama to purchase and install camera systems for Canby Area Transit in the amount of \$86,263.28.

SUBMITTED to the Canby City Council and read for the first time at a regular meeting thereof on Thursday, January 18th, 2024, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter, and to come before the City Council for final reading and action at a regular meeting thereof at 7:00pm on Wednesday, February 7th, 2024.

Maya Benham, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 7th of February 2024 by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder



Friday, January 5, 2024

Heidi Muller

City of Canby
195 Hazel Dell Way
Suite C
Canby , OR 97013

Dear Heidi Muller:

Thank you for allowing AngelTrax to customize a proposal to suit your mobile surveillance needs. We pride ourselves on our workmanship and the expertise put forth into our research, development and manufacturing process. At AngelTrax, we believe that surveillance, service and reliability matter.

Please see a summary of proposed AngelTrax equipment attached. Contact me at my cellular number or email below for answers to any questions you may have, or if you need immediate assistance and I am not available, please contact our AngelTrax corporate office at 1.800.673.1788.

Our business depends solely upon our loyal partners. Through you and companies like yours, we earn the satisfaction of producing and supporting some of the finest mobile surveillance equipment on the market today. AngelTrax is committed to ensuring that your experience with our products and our people exceeds your expectations. Once again, thank you for your consideration.

Best Regards,

A handwritten signature in black ink, reading "Angela Morgan". The signature is written in a cursive, flowing style.

Angela Morgan
Northwestern Sales Executive

angela.morgan@angeltrax.com
334.791.4376
334.692.4606 (F)



Search "AngelTrax" on www.gsaadvantage.gov
to see our products available for
direct purchase, without the bidding process.



ISSUE DATE.: 01/05/2024
EXPIRY DATE.: 04/04/2024

PREPARED FOR:

BILLING DETAILS	SHIPPING DETAILS
City of Canby Heidi Muller 195 Hazel Dell Way Suite C Canby, OR 97013 USA 503-266-0717 mullerh@canbyoregon.gov	City of Canby Heidi Muller 195 Hazel Dell Way Suite C Canby, OR 97013 USA 503-266-0717 mullerh@canbyoregon.gov

PREPARED BY:
Angela Morgan


Northwestern Sales Executive
119 South Woodburn Drive
Dothan, AL 36305
Cell: 334.791.4376

Corporate Office: 1.800.673.1788
angela.morgan@angeltrax.com






Angela Morgan



QUOTED PRODUCTS





MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
CHEVY ARBOC BUSES #31, 36, & 37 (23 ft)			
	3	\$4,410.56	\$13,231.68
AngelTrax VULCANV1202HC Mobile Network Video Recorder System (System Contents and Product Descriptions Listed Below)			
 <p>V1202HC Vulcan Series 14-Channel HD/IP Mobile Network Video Recorder</p> <ul style="list-style-type: none"> • 14 Channels with 12 Channels IP 720P, 1080P or up to 4MP + 2 Channels D1, WD1, 720P, or up to 1080P • Patented Hybrid Component Modular Design • 3.5-Inch Platter Hard Drive • 64GB SD Card for Redundant Recording • Built-in Wi-Fi Module • Built-in G-Force Sensor • Vandal-Resistant Locking Hard Drive • Panic Button • H.264/H.265 Compression <p>HDD4TB35 4TB 3.5-Inch Platter Hard Drive REQUIRES PURCHASE OF HARD DRIVE TRAY</p> <p>We recommend the use of storage media provided only by AngelTrax for our recording devices. AngelTrax hard drives and SD cards are optimized for around-the-clock video surveillance and are designed to withstand extreme temperatures. Standard hard drives and SD cards purchased through consumer resellers are not made for surveillance devices and have been known to stop functioning at any time without warning, causing a loss of video.</p>	1		
	1		




QUOTED PRODUCTS			
MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
 <p>MSD64GB 64GB microSD Solid-State Memory Card</p> <p>We recommend the use of storage media provided only by AngelTrax for our recording devices. AngelTrax hard drives, and SD cards are optimized for around-the-clock video surveillance and are designed to withstand extreme temperatures. Standard hard drives and SD cards purchased through consumer resellers are not made for surveillance devices and have been known to stop functioning at any time without warning, causing a loss of video.</p>	1		
 <p>VULPBH Vulcan Series Panic Button Housing PC color</p>	1		
 <p>IPI26V2 Vulcan Series Low Profile 2.6mm 4MP Interior IP Camera: Windshield w/ Bracket</p> <ul style="list-style-type: none"> • 2.6mm Lens with Fully Articulated Lens Casing • Interior Camera • 4 Megapixels • Noise-Gated Microphone • Anti-Vibration, Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared 	1		
 <p>IPX26V2 (2) Vulcan Series Low Profile 2.6mm 4MP Exterior IP Camera: customer to provide view details</p> <ul style="list-style-type: none"> • 2.6mm Lens • Adjustable Lens Housing for Mounting on Either Side of Vehicle • IP67 Rated Waterproof Exterior Camera • 4 Megapixels • Anti-Vibration, Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Super Infrared 	2		
 <p>IPSMB2800 Vulcan HC Series 2800 IP Backing Camera</p> <ul style="list-style-type: none"> • 2.8mm Lens • IP67 Rated Waterproof Exterior Camera • 1920 x 1080 Resolution • 2 Megapixels • Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared 	1		
 <p>PARLX4K (3) Vulcan HC Series Parallax 4K IP Camera: Mounted Center of vehicle starting at Front and Cross Staggered to view passengers</p> <ul style="list-style-type: none"> • 2.8mm, 4MP Lens • 210-Degree Horizontal Field of View • Parallax View (Horizontal Resolution Exceeds Cinema 4K) • Interior Camera • Rated IP65 and IK08 • Noise-Gated Microphone • Anti-Vibration, Vandal-Resistant, Steel Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared 	3		
<p>CAT812CBL CAT8 Shielded Camera Cable, 12 ft</p> <ul style="list-style-type: none"> • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs 	1		





QUOTED PRODUCTS			
MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
CAT825CBL (3) CAT8 Shielded Camera Cable, 25 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs	3		
CAT835CBL (2) CAT8 Shielded Camera Cable, 35 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs	2		
CAT850CBL CAT8 Shielded Camera Cable, 50 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs	1		
 VULBR100 Windshield Mounting Bracket for Vulcan Series HD-V Cameras	1		
 WC4G Vulcan Series Wi-Fi Cellular GPS Tri-Mode Antenna • Wi-Fi, Cellular and Passive GPS Antenna • Interior-mounted	1		
Chevy E4500 #18			
AngelTrax VULCANV1202HC Mobile Network Video Recorder System (System Contents and Product Descriptions Listed Below)	1	\$4,410.56	\$4,410.56
 V1202HC Vulcan Series 14-Channel HD/IP Mobile Network Video Recorder • 14 Channels with 12 Channels IP 720P, 1080P or up to 4MP + 2 Channels D1, WD1, 720P, or up to 1080P • Patented Hybrid Component Modular Design • 3.5-Inch Platter Hard Drive • 64GB SD Card for Redundant Recording • Built-in Wi-Fi Module • Built-in G-Force Sensor • Vandal-Resistant Locking Hard Drive • Panic Button • H.264/H.265 Compression	1		

QUOTED PRODUCTS			
MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
 HDD4TB35 4TB 3.5-Inch Platter Hard Drive REQUIRES PURCHASE OF HARD DRIVE TRAY We recommend the use of storage media provided only by AngelTrax for our recording devices. AngelTrax hard drives and SD cards are optimized for around-the-clock video surveillance and are designed to withstand extreme temperatures. Standard hard drives and SD cards purchased through consumer resellers are not made for surveillance devices and have been known to stop functioning at any time without warning, causing a loss of video.	1		
 MSD64GB 64GB microSD Solid-State Memory Card We recommend the use of storage media provided only by AngelTrax for our recording devices. AngelTrax hard drives, and SD cards are optimized for around-the-clock video surveillance and are designed to withstand extreme temperatures. Standard hard drives and SD cards purchased through consumer resellers are not made for surveillance devices and have been known to stop functioning at any time without warning, causing a loss of video.	1		
 VULPBH Vulcan Series Panic Button Housing PC color	1		
 IPI26V2 Vulcan Series Low Profile 2.6mm 4MP Interior IP Camera: Windshield w/ Bracket <ul style="list-style-type: none"> • 2.6mm Lens with Fully Articulated Lens Casing • Interior Camera • 4 Megapixels • Noise-Gated Microphone • Anti-Vibration, Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared 	1		
 IPX26V2 (2) Vulcan Series Low Profile 2.6mm 4MP Exterior IP Camera: customer to provide view details <ul style="list-style-type: none"> • 2.6mm Lens • Adjustable Lens Housing for Mounting on Either Side of Vehicle • IP67 Rated Waterproof Exterior Camera • 4 Megapixels • Anti-Vibration, Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Super Infrared 	2		
 IPSMB2800 Vulcan HC Series 2800 IP Backing Camera <ul style="list-style-type: none"> • 2.8mm Lens • IP67 Rated Waterproof Exterior Camera • 1920 x 1080 Resolution • 2 Megapixels • Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared 	1		
 PARLX4K (3) Vulcan HC Series Parallax 4K IP Camera: Mounted Center of vehicle starting at Front and Cross Staggered to view passengers <ul style="list-style-type: none"> • 2.8mm, 4MP Lens • 210-Degree Horizontal Field of View • Parallax View (Horizontal Resolution Exceeds Cinema 4K) • Interior Camera • Rated IP65 and IK08 • Noise-Gated Microphone • Anti-Vibration, Vandal-Resistant, Steel Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared 	3		

QUOTED PRODUCTS			
MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
CAT812CBL CAT8 Shielded Camera Cable, 12 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs	1		
CAT825CBL (3) CAT8 Shielded Camera Cable, 25 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs	3		
CAT835CBL (2) CAT8 Shielded Camera Cable, 35 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs	2		
CAT850CBL CAT8 Shielded Camera Cable, 50 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs	1		
 VULBR100 Windshield Mounting Bracket for Vulcan Series HD-V Cameras	1		
 WC4G Vulcan Series Wi-Fi Cellular GPS Tri-Mode Antenna • Wi-Fi, Cellular and Passive GPS Antenna • Interior-mounted	1		
GILLIG BUSES #28, 29, & 42 (35 ft)			
AngelTrax VULCANV1202HC Mobile Network Video Recorder System (System Contents and Product Descriptions Listed Below)	3	\$4,410.56	\$13,231.68




QUOTED PRODUCTS			
MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
 <p>V1202HC Vulcan Series 14-Channel HD/IP Mobile Network Video Recorder • 14 Channels with 12 Channels IP 720P, 1080P or up to 4MP + 2 Channels D1, WD1, 720P, or up to 1080P • Patented Hybrid Component Modular Design • 3.5-Inch Platter Hard Drive • 64GB SD Card for Redundant Recording • Built-in Wi-Fi Module • Built-in G-Force Sensor • Vandal-Resistant Locking Hard Drive • Panic Button • H.264/H.265 Compression</p>	1		
<p>HDD4TB35 4TB 3.5-Inch Platter Hard Drive REQUIRES PURCHASE OF HARD DRIVE TRAY</p> <p>We recommend the use of storage media provided only by AngelTrax for our recording devices. AngelTrax hard drives and SD cards are optimized for around-the-clock video surveillance and are designed to withstand extreme temperatures. Standard hard drives and SD cards purchased through consumer resellers are not made for surveillance devices and have been known to stop functioning at any time without warning, causing a loss of video.</p>	1		
 <p>MSD64GB 64GB microSD Solid-State Memory Card</p> <p>We recommend the use of storage media provided only by AngelTrax for our recording devices. AngelTrax hard drives, and SD cards are optimized for around-the-clock video surveillance and are designed to withstand extreme temperatures. Standard hard drives and SD cards purchased through consumer resellers are not made for surveillance devices and have been known to stop functioning at any time without warning, causing a loss of video.</p>	1		
 <p>VULPBH Vulcan Series Panic Button Housing PC color</p>	1		
 <p>IPI26V2 Vulcan Series Low Profile 2.6mm 4MP Interior IP Camera: Windshield w/ Bracket • 2.6mm Lens with Fully Articulated Lens Casing • Interior Camera • 4 Megapixels • Noise-Gated Microphone • Anti-Vibration, Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared</p>	1		
 <p>IPX26V2 (2) Vulcan Series Low Profile 2.6mm 4MP Exterior IP Camera: customer to provide view details • 2.6mm Lens • Adjustable Lens Housing for Mounting on Either Side of Vehicle • IP67 Rated Waterproof Exterior Camera • 4 Megapixels • Anti-Vibration, Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Super Infrared</p>	2		
 <p>IPSMB2800 Vulcan HC Series 2800 IP Backing Camera • 2.8mm Lens • IP67 Rated Waterproof Exterior Camera • 1920 x 1080 Resolution • 2 Megapixels • Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared</p>	1		

QUOTED PRODUCTS			
MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
 <p>PARLX4K (3) Vulcan HC Series Parallax 4K IP Camera: Mounted Center of vehicle starting at Front and Cross Staggered to view passengers • 2.8mm, 4MP Lens • 210-Degree Horizontal Field of View • Parallax View (Horizontal Resolution Exceeds Cinema 4K) • Interior Camera • Rated IP65 and IK08 • Noise-Gated Microphone • Anti-Vibration, Vandal-Resistant, Steel Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared</p>	3		
<p>CAT812CBL CAT8 Shielded Camera Cable, 12 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs</p>	1		
<p>CAT825CBL (3) CAT8 Shielded Camera Cable, 25 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs</p>	3		
<p>CAT835CBL (2) CAT8 Shielded Camera Cable, 35 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs</p>	2		
<p>CAT850CBL CAT8 Shielded Camera Cable, 50 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs</p>	1		
 <p>VULBR100 Windshield Mounting Bracket for Vulcan Series HD-V Cameras</p>	1		
 <p>WC4G Vulcan Series Wi-Fi Cellular GPS Tri-Mode Antenna • Wi-Fi, Cellular and Passive GPS Antenna • Interior-mounted</p>	1		
CHEVY ARBOC BUSES #32 & 33 (26 ft)			

QUOTED PRODUCTS			
MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
 <p>AngelTrax VULCANV1202HC Mobile Network Video Recorder System (System Contents and Product Descriptions Listed Below)</p>	2	\$4,410.56	\$8,821.12
 <p>V1202HC Vulcan Series 14-Channel HD/IP Mobile Network Video Recorder • 14 Channels with 12 Channels IP 720P, 1080P or up to 4MP + 2 Channels D1, WD1, 720P, or up to 1080P • Patented Hybrid Component Modular Design • 3.5-Inch Platter Hard Drive • 64GB SD Card for Redundant Recording • Built-in Wi-Fi Module • Built-in G-Force Sensor • Vandal-Resistant Locking Hard Drive • Panic Button • H.264/H.265 Compression</p>	1		
 <p>HDD4TB35 4TB 3.5-Inch Platter Hard Drive REQUIRES PURCHASE OF HARD DRIVE TRAY</p> <p>We recommend the use of storage media provided only by AngelTrax for our recording devices. AngelTrax hard drives and SD cards are optimized for around-the-clock video surveillance and are designed to withstand extreme temperatures. Standard hard drives and SD cards purchased through consumer resellers are not made for surveillance devices and have been known to stop functioning at any time without warning, causing a loss of video.</p>	1		
 <p>MSD64GB 64GB microSD Solid-State Memory Card</p> <p>We recommend the use of storage media provided only by AngelTrax for our recording devices. AngelTrax hard drives, and SD cards are optimized for around-the-clock video surveillance and are designed to withstand extreme temperatures. Standard hard drives and SD cards purchased through consumer resellers are not made for surveillance devices and have been known to stop functioning at any time without warning, causing a loss of video.</p>	1		
 <p>VULPBH Vulcan Series Panic Button Housing PC color</p>	1		
 <p>IPI26V2 Vulcan Series Low Profile 2.6mm 4MP Interior IP Camera: Windshield w/ Bracket • 2.6mm Lens with Fully Articulated Lens Casing • Interior Camera • 4 Megapixels • Noise-Gated Microphone • Anti-Vibration, Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared</p>	1		
 <p>IPX26V2 (2) Vulcan Series Low Profile 2.6mm 4MP Exterior IP Camera: customer to provide view details • 2.6mm Lens • Adjustable Lens Housing for Mounting on Either Side of Vehicle • IP67 Rated Waterproof Exterior Camera • 4 Megapixels • Anti-Vibration, Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Super Infrared</p>	2		

QUOTED PRODUCTS			
MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
 <p>IPSMB2800 Vulcan HC Series 2800 IP Backing Camera</p> <ul style="list-style-type: none"> • 2.8mm Lens • IP67 Rated Waterproof Exterior Camera • 1920 x 1080 Resolution • 2 Megapixels • Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared 	1		
 <p>PARLX4K (3) Vulcan HC Series Parallax 4K IP Camera: Mounted Center of vehicle starting at Front and Cross Staggered to view passengers</p> <ul style="list-style-type: none"> • 2.8mm, 4MP Lens • 210-Degree Horizontal Field of View • Parallax View (Horizontal Resolution Exceeds Cinema 4K) • Interior Camera • Rated IP65 and IK08 • Noise-Gated Microphone • Anti-Vibration, Vandal-Resistant, Steel Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared 	3		
<p>CAT812CBL CAT8 Shielded Camera Cable, 12 ft</p> <ul style="list-style-type: none"> • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs 	1		
<p>CAT825CBL (3) CAT8 Shielded Camera Cable, 25 ft</p> <ul style="list-style-type: none"> • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs 	3		
<p>CAT835CBL (2) CAT8 Shielded Camera Cable, 35 ft</p> <ul style="list-style-type: none"> • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs 	2		
<p>CAT850CBL CAT8 Shielded Camera Cable, 50 ft</p> <ul style="list-style-type: none"> • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs 	1		
 <p>VULBR100 Windshield Mounting Bracket for Vulcan Series HD-V Cameras</p>	1		
 <p>WC4G Vulcan Series Wi-Fi Cellular GPS Tri-Mode Antenna</p> <ul style="list-style-type: none"> • Wi-Fi, Cellular and Passive GPS Antenna • Interior-mounted 	1		

QUOTED PRODUCTS			
MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
CHEVY ARBOC BUS #35 (28 ft)			
AngelTrax VULCANV1202HC Mobile Network Video Recorder System (System Contents and Product Descriptions Listed Below)	1	\$4,410.56	\$4,410.56
 <p>V1202HC Vulcan Series 14-Channel HD/IP Mobile Network Video Recorder</p> <ul style="list-style-type: none"> • 14 Channels with 12 Channels IP 720P, 1080P or up to 4MP + 2 Channels D1, WD1, 720P, or up to 1080P • Patented Hybrid Component Modular Design • 3.5-Inch Platter Hard Drive • 64GB SD Card for Redundant Recording • Built-in Wi-Fi Module • Built-in G-Force Sensor • Vandal-Resistant Locking Hard Drive • Panic Button • H.264/H.265 Compression 	1		
<p>HDD4TB35 4TB 3.5-Inch Platter Hard Drive REQUIRES PURCHASE OF HARD DRIVE TRAY</p> <p>We recommend the use of storage media provided only by AngelTrax for our recording devices. AngelTrax hard drives and SD cards are optimized for around-the-clock video surveillance and are designed to withstand extreme temperatures. Standard hard drives and SD cards purchased through consumer resellers are not made for surveillance devices and have been known to stop functioning at any time without warning, causing a loss of video.</p>	1		
 <p>MSD64GB 64GB microSD Solid-State Memory Card</p> <p>We recommend the use of storage media provided only by AngelTrax for our recording devices. AngelTrax hard drives, and SD cards are optimized for around-the-clock video surveillance and are designed to withstand extreme temperatures. Standard hard drives and SD cards purchased through consumer resellers are not made for surveillance devices and have been known to stop functioning at any time without warning, causing a loss of video.</p>	1		
 <p>VULPBH Vulcan Series Panic Button Housing PC color</p>	1		
 <p>IPI26V2 Vulcan Series Low Profile 2.6mm 4MP Interior IP Camera: Windshield w/ Bracket</p> <ul style="list-style-type: none"> • 2.6mm Lens with Fully Articulated Lens Casing • Interior Camera • 4 Megapixels • Noise-Gated Microphone • Anti-Vibration, Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared 	1		

QUOTED PRODUCTS			
MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
 <p>IPX26V2 (2) Vulcan Series Low Profile 2.6mm 4MP Exterior IP Camera: customer to provide view details • 2.6mm Lens • Adjustable Lens Housing for Mounting on Either Side of Vehicle • IP67 Rated Waterproof Exterior Camera • 4 Megapixels • Anti-Vibration, Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Super Infrared</p>	2		
 <p>IPSMB2800 Vulcan HC Series 2800 IP Backing Camera • 2.8mm Lens • IP67 Rated Waterproof Exterior Camera • 1920 x 1080 Resolution • 2 Megapixels • Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared</p>	1		
 <p>PARLX4K (3) Vulcan HC Series Parallax 4K IP Camera: Mounted Center of vehicle starting at Front and Cross Staggered to view passengers • 2.8mm, 4MP Lens • 210-Degree Horizontal Field of View • Parallax View (Horizontal Resolution Exceeds Cinema 4K) • Interior Camera • Rated IP65 and IK08 • Noise-Gated Microphone • Anti-Vibration, Vandal-Resistant, Steel Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared</p>	3		
<p>CAT812CBL CAT8 Shielded Camera Cable, 12 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs</p>	1		
<p>CAT825CBL (3) CAT8 Shielded Camera Cable, 25 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs</p>	3		
<p>CAT835CBL (2) CAT8 Shielded Camera Cable, 35 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs</p>	2		
<p>CAT850CBL CAT8 Shielded Camera Cable, 50 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs</p>	1		

QUOTED PRODUCTS				
MODEL & DESCRIPTION		QTY	UNIT PRICE	TOTAL PRICE
	VULBR100 Windshield Mounting Bracket for Vulcan Series HD-V Cameras	1		
	WC4G Vulcan Series Wi-Fi Cellular GPS Tri-Mode Antenna <ul style="list-style-type: none"> • Wi-Fi, Cellular and Passive GPS Antenna • Interior-mounted 	1		
	CANBY BUSES #38, 39, 40, & 41 (28 ft)			
	AngelTrax VULCANV1202HC Mobile Network Video Recorder System (System Contents and Product Descriptions Listed Below)	4	\$3,799.68	\$15,198.72
	V1202HC Vulcan Series 14-Channel HD/IP Mobile Network Video Recorder <ul style="list-style-type: none"> • 14 Channels with 12 Channels IP 720P, 1080P or up to 4MP + 2 Channels D1, WD1, 720P, or up to 1080P • Patented Hybrid Component Modular Design • 3.5-Inch Platter Hard Drive • 64GB SD Card for Redundant Recording • Built-in Wi-Fi Module • Built-in G-Force Sensor • Vandal-Resistant Locking Hard Drive • Panic Button • H.264/H.265 Compression 	1		
	HDD4TB35 4TB 3.5-Inch Platter Hard Drive REQUIRES PURCHASE OF HARD DRIVE TRAY	1		
	We recommend the use of storage media provided only by AngelTrax for our recording devices. AngelTrax hard drives and SD cards are optimized for around-the-clock video surveillance and are designed to withstand extreme temperatures. Standard hard drives and SD cards purchased through consumer resellers are not made for surveillance devices and have been known to stop functioning at any time without warning, causing a loss of video.			
	MSD64GB 64GB microSD Solid-State Memory Card	1		
	We recommend the use of storage media provided only by AngelTrax for our recording devices. AngelTrax hard drives, and SD cards are optimized for around-the-clock video surveillance and are designed to withstand extreme temperatures. Standard hard drives and SD cards purchased through consumer resellers are not made for surveillance devices and have been known to stop functioning at any time without warning, causing a loss of video.			
	VULPBH Vulcan Series Panic Button Housing PC color	1		

QUOTED PRODUCTS			
MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
 <p>IPI26V2 Vulcan Series Low Profile 2.6mm 4MP Interior IP Camera: Windshield w/ Bracket • 2.6mm Lens with Fully Articulated Lens Casing • Interior Camera • 4 Megapixels • Noise-Gated Microphone • Anti-Vibration, Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared</p>	1		
 <p>IPSMB2800 Vulcan HC Series 2800 IP Backing Camera • 2.8mm Lens • IP67 Rated Waterproof Exterior Camera • 1920 x 1080 Resolution • 2 Megapixels • Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared</p>	1		
 <p>PARLX4K (3) Vulcan HC Series Parallax 4K IP Camera: Mounted Center of vehicle starting at Front and Cross Staggered to view passengers • 2.8mm, 4MP Lens • 210-Degree Horizontal Field of View • Parallax View (Horizontal Resolution Exceeds Cinema 4K) • Interior Camera • Rated IP65 and IK08 • Noise-Gated Microphone • Anti-Vibration, Vandal-Resistant, Steel Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared</p>	3		
<p>CAT812CBL CAT8 Shielded Camera Cable, 12 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs</p>	1		
<p>CAT825CBL (3) CAT8 Shielded Camera Cable, 25 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs</p>	3		
<p>CAT850CBL CAT8 Shielded Camera Cable, 50 ft • RJ45 Connection • Compatible with most Vulcan Series MDVRs and MNVRs</p>	1		
 <p>VULBR100 Windshield Mounting Bracket for Vulcan Series HD-V Cameras</p>	1		
 <p>WC4G Vulcan Series Wi-Fi Cellular GPS Tri-Mode Antenna • Wi-Fi, Cellular and Passive GPS Antenna • Interior-mounted</p>	1		

QUOTED PRODUCTS			
MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
CP4 MONITORS WITH MOUNTING PARTS FOR BUSES 18/28/29/31/32/33/42/43	8	\$263.89	\$2,111.12
 <p>CP4 Vulcan Series Touchscreen Backing & Firmware Control Monitor with Bracket *Required for programming and diagnostics of Vulcan systems</p>	1		
 <p>RAMDIAMT RAM Diamond Mount</p>	1		
 <p>RAMMDARM RAM Medium Arm</p>	1		
 <p>RAMSHSD RAM Short Stud 1/4-20</p>	1		
 <p>VULPWRCBL Security Key Power Cable Adapter Hard Drive Version for Vulcan Series MNVRs and MDVRs</p>	1	\$23.92	\$23.92
 <p>VULPWRKEY Security Key USB 3.0 for Hard Drive Version Vulcan Series MNVRs, MDVRs • Includes DC Power Supply for Reader</p>	1	\$63.92	\$63.92
<p>CONTLABOR-UNINSTALL CUT AND TUCK Uninstallation of AngelTrax Camera System(s) with Cut and Tuck Method • Existing cables will remain in the vehicle(s). • Uninstallation price is based upon the total quantity of existing systems to be removed in the same trip at the same location.</p>	14	\$100.00	\$1,400.00

QUOTED PRODUCTS			
MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
CONTLABOR Installation of AngelTrax 07 Camera System, per system. This quote does not include the upcharge for removal of any existing Camera Systems or equipment. *If quote is for multiple cameras/systems, installation price is based upon the installation of the total quantity quoted at the same time and location.	14	\$1,600.00	\$22,400.00
SHIPPING/HANDLING Shipping and Handling Charges - 14 Bx + 2 Bulk Bx * Optional items are not included in the calculation.*	1	\$960.00	\$960.00
TOTAL			\$86,263.28

QUOTED PRODUCTS - OPTIONAL ITEMS		NOTE: OPTIONAL ITEMS BELOW ARE NOT INCLUDED IN TOTAL PRICING ABOVE.	
MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE

Signed and endorsed by: _____

Printed Name _____

CORPORATE & FREIGHT POLICIES

The information in this document is to be held confidential by the receiving party. Disclosure of this information is permitted only to persons with the need to know the information for the intended purpose of this document, for the sole and exclusive benefit of the disclosing party. Specifications and prices are subject to change without notice. Please allow three to four weeks for delivery on special order items. Net 30 days from date of invoice to approved accounts. A handling fee is charged for customers who request third party billing freight. Items will be shipped UPS or FedEx, ground delivery, unless otherwise requested. No returns will be accepted after 30 days from invoice date. A 15% restocking fee will be added to all returned items. All items returned will be subject to inspection by IVS, Inc. Items deemed used or "B" goods will be returned to customer freight collect.

This price quote is good for 90 days or for the agreed upon contract date; after which, products and pricing are subject to change.

The customer will be responsible for all applicable taxes.

Warranty Notice: Technical support, warranty parts and services are contingent on your account being current and up to date.

License Notice: All AngelTrax and VizuCop software is used by license agreement only and is not for sale.

TITLE & OWNERSHIP POLICY

"Title/Ownership" of any item described in the quote or invoice does not pass to purchaser until such time as the invoice is paid in full. Seller has no duty to provide back office software support, warranty support or any monitoring for any item described in the unpaid invoice. Seller has the right to immediate possession of all items not paid for. Purchaser agrees to deliver to seller each item described in the invoice upon demand of seller at purchaser's expense. Delivery of the product described in the invoice shall not in any way terminate purchaser's obligation to pay for products ordered by purchaser and delivered to purchaser by seller. By accepting the product described on the invoice, buyer agrees that, should civil litigation arise due to non-payment, buyer expressly consents to jurisdiction in the State of Alabama and venue in Houston County, Alabama.

BID TERMS & CONDITIONS

If this quote is for a bid, the terms and conditions of the bid shall take the place of any applicable terms, conditions and disclaimers included in this quote.

CAUTION: IF INSTALLATION IS DELAYED DUE TO VEHICLES NOT AVAILABLE ACCORDING TO INSTALLATION DEPLOYMENT PROFILE, THE CUSTOMER WILL BE CHARGED FOR AN ADDITIONAL SITE VISIT TO INSTALL REMAINING EQUIPMENT.



7905 Browning Road, Suite 104
Pennsauken, NJ 08109

Price Quotation

Quote Number 2023-11-17-CAN1

Date Created 12/1/2023

Bill To: VERKADA
405 E 4th Ave. San Mateo, CA 94401

Ship To: 405 E 4th Ave. San Mateo, CA 94401

Gridless Contact: Cati Kilpatrick
kilpatrick@gridless.com
(916) 247-5806

Customer Contact: Account Exectuive
accountname@verkada.com
1 (650) 514-2500

Product	Description	List Price	Discount	Ext. Price	Qty	Total Price
CM41-30E-HW	Outdoor Mini Dome Camera, 5MP, Fixed Lens, 128GB of Storage, Maximum 30 Days of Retention	\$999.00	28%	\$719.28	102	\$73,366.56
LIC-5Y	5 Year Camera License	\$899.00	28%	\$647.28	102	\$66,022.56
GSB-5GP-7	Sentry Bus kit with upgraded 5G LTE modem, antenna, wiring, and PoE switch. Ties into vehicle electrical system for power. Includes timer/protector for bus shutdown to protect electronics and provide a timer to allow short term operation when the bus is shut off. Includes add on for bus WiFi	\$4,999.00	30%	\$3,499.30	14	\$48,990.19
GSB-900-4	Vehicle integrated Sentry-0 kit, including high bandwidth LTE modem, antenna, wiring, and PoE switch. Ties in to vehicle electrical system to power cameras. Includes Battery protector with Timer to allow cameras to operate after vehicle is turned off.	\$4,199.00	30%	\$2,939.30	1	\$2,939.30
INST-0239- - Canby, OR -	Install per bus for (15) buses - Install (1) Sentry units - Install (1) auto timer disconnect - Install (7) cameras per bus - except Ford Transit van (4) cameras - Install (1) exterior antenna - Configure cameras to customer's specifications Terms and conditions to follow	\$119,852.44		\$119,852.44	1	\$119,852.44

Notes:	Subtotal	\$311,171.05
	Shipping	\$4,160.00
	Total	\$315,331.05



City of Canby Bi-Monthly Report
Department: Administration
For Months of: November & December 2023

To: The Honorable Mayor Hodson & City Council
From: Maya Benham, Administrative Director/ City Recorder
Prepared by: Same as above
Thru: Eileen Stein, City Administrator
Date: 1/18/2024

Board and Commissions - Current Vacancies

Board/ Commission/ Committee	Vacancy	Applications Received	Status
Bike & Pedestrian Committee	1		Term ends 6/30/2026
Budget Committee	3		2 Term ends 06/30/2025; 1 Term ends 06/30/2026
Heritage & Landmark Commission	4		1 Term ends 6/30/2025; 1 Term ends 06/30/2024; 2 Terms end 6/30/2026; 1 Student Term ends upon graduation
Transit Advisory Committee	1		Term ends 03/31/2025
Parks and Recreation Advisory Board	1		Term ends 06/30/2025

Liquor Licenses/ Noise Variance Application

2 Noise Variances applications received for ODOT and Canby Pioneer Chapel of the Performing Arts. No new liquor licenses.

Public Records Requests

Processed 7 public records requests.

Recruitments/ New Hires

- Office Specialist I



City of Canby Bi-Monthly Report
Department: Municipal Court
For Months of: November & December 2023

To: The Honorable Mayor Hodson & City Council
 From: Jessica Roberts, Court Supervisor
 Prepared by: Same as above
 Through: Eileen Stein, City Administrator
 Date: 1/18/2024

Canby Municipal Court has jurisdiction over all city and state traffic offenses and City Code violations committed within city limits.

Monthly Statistics	November	December
Misdemeanors		
Warrants Issued	9	6
Misdemeanor Case Detail		
Diversion/Deferred Sentence	0	0
Offenses Dismissed	12	8
Offenses Sentenced	9	10
Traffic & Other Violations		
Offenses Filed	301	226
Cases/Citations Filed	240	175
Parking Citations Filed	7	7
Traffic & Other Violations Case Detail		
Diversion (Good Driver Class/MIP)	20	10
Dismissal (Fix It Tickets)	14	14
Dismissed by Judge	7	5
Sentenced by Judge	31	58
Handled by Violations Bureau	87	65
Guilty by Default	45	50
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	13	17
Defendant Accounts referred to Collections	\$30,367	\$0
Fines & Surcharges Collected	\$53,965	\$51,229

Explanation of terms:

1. Difference between Offenses Filed vs. Cases Filed
 - Multiple offenses (charges) can be filed on any one defendant from a single traffic stop.
 - Offenses filed reflects this number. Cases filed (also called docket numbers) refers to a single defendant's matter before the court.
2. Guilty by Default. When a defendant does not appear or contact the court on their scheduled court date a defaulted conviction is entered against them on the following Thursday. A court clerk processes the default convictions.
3. The court's Violations Bureau Order allows court clerks to accept pleas, offer a deferred sentence program (if qualified) and set a payment plan, under the Judge's authority.

If a defendant qualifies, the clerks can offer an option to participate in an informative driving education course for a fee to the court. If there are no convictions during the following two months, the case will be dismissed.

Current programs and to qualify:

- Good Drivers Program (no prior traffic convictions in the last five years and no further convictions for 60 days)
 - 1st Offender - Minor in Possession of Alcohol/Marijuana citation
4. The court offers a Fix It program, which allows the defendant to have a citation dismissed if an issue with their vehicle, registration or license is fixed. There is a \$50 dismissal fee owed for each fixed violation.
 5. As of July 1, 2022, the Canby Municipal Court no longer processes misdemeanor offenses committed within city limits. The Municipal Court continues to process criminal matters cited into the court before July 1, 2022. The Misdemeanor Case Details provided in this report refer to those matters.



City of Canby Bi-Monthly Report
Department: Economic Development
For Months of: November & December 2023

To: The Honorable Mayor Hodson & City Council
From: Jamie Stickel, Economic Development Director
Prepared by: Same as above
Through: Eileen Stein, City Administrator
Date: 1/18/2024

Economic Development Director Updates

Urban Renewal Agency Projects: At the November 15th Urban Renewal Agency meeting, city staff provided an update on Urban Renewal projects. The presentation included identifying proposed projects previously prioritized and funding through fiscal year 2026. The presentation included a projection of Urban Renewal funding and cost estimates for proposed URD projects including the Logging Trail Bridge, Fir Street redevelopment, and downtown alleyway improvements. The Urban Renewal project list includes funding for the Logging Trail Bridge Improvements, which was also a proposed project within the American Rescue Plan Act (ARPA) allocations. The renovation of the Logging Trail Bridge had been previously proposed to include a combination of funding from ARPA and Urban Renewal. Due to the combination of funding, Urban Renewal was discussed in context with proposed projects during the November 15, 2023 City Council meeting.

Cultivating Canby: The City of Canby is currently working on updating the Comprehensive Plan and Transportation Systems Plan, both of which will inform a potential Urban Growth Boundary (UGB) expansion in the future. These efforts are combined as part of “Cultivating Canby”, which is a process that includes several years of planning and community outreach efforts. For community members interested in learning more about Cultivating Canby, visit: www.publicinput.com/cultivatingcanby

- **Property Owner Listening Session:** In early October, the City of Canby mailed postcards to residents outside the current UGB, who are being included in the City’s preliminary study area. The area includes a one-mile radius outside of the current UGB and includes properties that may be developed in the next 20-year period. A meeting was held Monday, November 6th at the City Council Chambers, 222 NE 2nd Avenue. The meeting included a presentation by 3J Consulting, the consultant working on Cultivating Canby, as well as an overview of “Frequently Asked Questions”, and a question & answer section with attendees.

- Community Summit #2:** The City's second Community Summit was held Tuesday, November 14th at the Canby Police Department. The meeting brought community members, City staff, and consultants together to continue to plan for the growth and development of Canby over the next 20 years. The consultants began the meeting with a presentation on Cultivating Canby, and then broke out into groups for a mapping exercise. The participants identified the potential locations for development for commercial, industrial, and residential lands over the next 20 years. Attendance was high, resulting in standing room only. During the presentation, City staff and the consultants explained the City would offer a second opportunity for the community to participate in the mapping exercise in early 2024.
- Community Conversations – Industrial Park:** On Thursday, November 16th, the City held a "Community Conversation" with businesses located within the Canby Pioneer Industrial Park. The meeting brought together management and owners of industrial businesses to discuss Cultivating Canby and the potential impacts to local businesses. The meeting also offered an opportunity to begin discussions about other topics industrial park businesses would be interested in gathering and discussing in the future.
- Economic Development and Planning Intern:** Macaela Bennet joined the Development Services Department as an intern from mid-October until early December. While interning with the City of Canby, Macaela focused on a range of tasks including researching and reviewing best practices, job shadowing staff members, comprehensive planning tasks, and event assistance and coordination. During her 2-month internship, Macaela continued her work as the Executive Assistant at The Canby Center. In June 2024, she will graduate from Portland State University with a degree in Urban and Public Affairs, minor in Communications.
- Capital Improvement Project Team:** Canby continues to grow and, with that, the need transpired to develop an internal, city staff team to discuss upcoming projects, potential funding sources, and overall coordination efforts. The first meeting was held in August, with subsequent meetings held on September 7th and September 14th. Staff began to lay the groundwork for further conversations on the projects that are proposed for the next several years. Team members include city staff from administration, finance, planning, public works, and economic development. The Finance Director presented a preliminary presentation at the October 4, 2023 City Council meeting to provide an overview of the efforts underway and the initial forecasting he completed. City staff met on December 7th to discuss capital improvement projects currently in the pipeline and identify appropriate funding strategies.



Oregon Business Plan Leadership Summit: Economic Development staff attended the Oregon Business Plan Leadership Summit on Monday, December 11th at the Moda Center in Portland. The theme for the 2023 Leadership Summit was "Thinking Big" and focused on a bolder vision and action to grow local industry sectors and economy, revitalize Oregon communities, and address critical housing and infrastructure needs. The Oregon Business Plan Leadership Summit brings together leaders across public and private sectors, big and small.

Promotion

- **Canby's Light Up the Night-**

The 22nd Annual Light Up The Night took place in Canby's Downtown and in Wait Park on Friday, December 1st 2023. The event kicked off with its festive Parade at 6pm, Lighting Ceremony at 6:30, and Pictures with Santa at 7pm! There was thousands of residents and visitors in attendance for the festivities! The community voted and selected the



Cutsforth family, in honor of Frank Cutsforth, to light up Wait Park. Local organizations were able to show support of the event, these businesses included; Canby Christian Church, Knights of Columbus, Light of the World Church, and Doris The Traveling Photo Booth. These organizations offered goodies such as hot chocolate, donuts, apple cider, specialty sweet breads, photos and more! A great evening of festive fun was had by the many present!

- **First Thursday Night Market –**

The First Thursday Night Market has been instrumental in bringing awareness to local businesses through its consistency of every first Thursday of the month! November's theme was "Thankful" in connection to Thanksgiving. Participating businesses hid a Turkey for visitors to find in the "Turkey Hunt." In December, First Thursday had the opportunity to partner with Christmas in Canby for the Scavenger Hunt. Christmas in Canby had its inaugural event on December 2nd and hosted a Gingerbread Hunt. The Gingerbread Hunt ended at December's First Thursday Night Market to allow a additional opportunities for participants to visit Canby's local businesses.

Local businesses continue to meet monthly after the First Thursday Night Market and have expressed the mission and goals are continually being met. We look forward to continuing the success and providing an evening for residents and visitors to Shop, Dine, and Play in Canby.

- **Mission:** *The First Thursday Night Market seeks to promote downtown Canby as a destination for residents and visitors to explore local businesses while providing an opportunity to shop, dine, and play monthly.*
- **Goal 1:** *Offer a fun evening that captures visitors/residents to experience Canby businesses/organizations.*
- **Goal 2:** *Develop a new customer base for local businesses who continually return and shop locally.*
- **Goal 3:** *Provide an opportunity for Business-to-Business cross promotion of goods and services.*

The market occurs monthly on the first Thursday from 5:00 – 8:00p. The event encourages businesses to stay open late and invites visitors and the local community to come downtown. We look forward to seeing you at the next First Thursday Night Market.

- **Shop Local**

Canby-

The City of Canby hosted the 2nd annual Shop Local Canby, bolstering the efforts of Small Business Saturday. Shop

Local Canby began on November 25th. These efforts are planned to conclude at January's First

Thursday Night Market, January 4th, 2024. Residents and visitors are encouraged to complete as many cards as they can through January's First Thursday Night Market, January 4th, for great prizes!



Participating businesses will have a Shop Local Canby decal on their front door and be listed on the Shop Local Canby map. With each \$10 spent the local business will punch your Shop Local Canby card, each business can give one punch, per person, per day. Once participants have filled the card with 10 separate purchases, deposit the completed card with their information in the drawing box for a chance to win prizes from local businesses. Pick up another card and fill as many cards as they like! Completed Shop Local Canby cards must be submitted by 8pm on Thursday, January 4th. There will be a drawing held after Friday, January 5th for all the completed Shop Local Canby cards.

Participating businesses-

- 1) [Art-O-Maddic](#): 181 N Grant St.
- 2) [Backstop Bar + Grill](#): 211 N. Grant St.
- 3) [Baker's Prairie Bakery](#): 1385 SE 1st Ave.
- 4) [B's Bake Shoppe](#): 113 NW 2nd Ave.
- 5) [Canby Builder's Supply](#): 102 S. Pine St.
- 6) [Canby Cinema](#): 252 NE 2nd Ave.
- 7) [Canby Music](#): 590 NW 1st Ave.
- 8) [Canby Rental + Equipment](#): 476 NW 1st Ave.
- 9) [Canby Smiles](#): 150 NE 3rd Ave.
- 10) [Clackamas County Fairgrounds & Event Center](#): 694 NE 4th Ave.
- 11) [Club Fit](#): 365 S. Redwood St.
- 12) [Cones](#): 365 S. Redwood St.
- 13) [Cutsforth's Market](#): 225 NE 2nd Ave.
- 14) [Ebner's Custom Meats](#): 272 N. Grant St.
- 15) [El Chilito](#): 403 SW 1st Ave.
- 16) [Embold Credit Union](#): 223 NE 2nd Ave.
- 17) [Esthetics By Merissa](#): 266 NW 1st Ave.
- 18) [F.O.B Taproom](#): 1109 SW 1st Ave.
- 19) [Friends of the Canby Library](#): 220 NE 2nd Ave.
- 20) [Fultano's](#): 715 SE 1st Ave.
- 21) [Gwynn's Willamette Coffee House](#): 190 NW 2nd Ave.
- 22) [Key Bank](#): 200 NW 2nd Ave.
- 23) [Kiwanis Thrift Store](#): 257 SE 1st Ave.
- 24) [La Mixteca](#): 205 SE 1st Ave.
- 25) [Little Love Resale](#): 151 N. Ivy St.
- 26) [Los Dos Agaves](#): 102 N Ivy St.
- 27) [Mattress World](#): 298 NW 1st Ave.
- 28) [Oaxaca Bakery](#): 239 NW 2nd Ave.
- 29) [Pappy's Greasy Spoon](#): 243 NW 2nd Ave.
- 30) [Park & Lu](#): 181 S. Ivy St.
- 31) [Post Furnishings](#): 288 NW 1st Ave.
- 32) [Puddin' River Chocolates](#): 1438S Ivy St.
- 33) [Red Door Antiques](#): 394 NW 1st Ave
- 34) [Retro Revival](#): 280 N Grant St.
- 35) [Rice Time](#): 356 NW 1st Ave.
- 36) [Sadie Rose Boutique](#): 220 N. Holly St.
- 37) [Simply Play](#): 232 NW 1st Ave.
- 38) [Sprigg & Koehler](#): 266 NW 1st Ave.
- 39) [Swan Island Dahlia](#): 995 NW 22nd Ave.
- 40) [The Barn Door Boutique](#): 107 N. Ivy St.
- 41) [The Book Nook](#): 294 NW 2nd Ave.
- 42) [Tin + Paisley](#): 249 NW 2nd Ave.
- 43) [Vitamin Plaza](#): 121 N Grant St.
- 44) [Wally's Chinese Kitchen](#): 679 SE 1st Ave.
- 45) [Wild Hare Saloon](#): 1190 SW 1st Ave.

Organization

- ***Canby Heritage & Landmark Commission-***

The Canby Heritage and Landmark Commission was thrilled to receive an application for an additional member. Interviews took place in December and will go before City Council for approval.

The City of Canby was awarded a Certified Local Government for the following; Reconnaissance Level Survey, Intensive Level Survey, Commission Assistance and Mentoring Program (CAMP), Digitize Clackamas County Historic Resources Guide for the future, and working the Heritage Trail.

The Reconnaissance Level Survey was made available for organizations to bid and through this process Northwest Vernacular was selected. The commission is excited to move forward with the Reconnaissance Level Survey.

Economic Vitality

- ***Clackamas County Tourism Development Council Meeting–***

The City of Canby Economic Development team was invited to meet with the Clackamas County Tourism department to discuss opportunities to further improve tourism in Clackamas County. This included reviewing a resident survey where over 1,800 participants provided input of their tourism experience in Clackamas County. Canby is focused on improving tourism and look forward to the impact this will have for visitor experience in the future.

- ***Oregon Leadership Summit –***

The Oregon Leadership Summit met in December to discuss many relevant topics of economic development and the business industry in Oregon. These topics included Manufacturing, Education, Housing + Homelessness, and the 2024 Oregon Business Plan. Special guests such as Joth Ricci, President and CEO, Dutch Bros Coffee; Senator Ron Wyden; Senator Jeff Merkley; Chris Oxley, Senior Vice President, Government Affairs and Strategic Initiatives; Governor Tina Kotek, and many others who shared their experience and thoughts for further success in Oregon's future.

Design

- ***Façade Improvement Program*** – The City of Canby Economic Development team has received interest from local businesses about the Façade Improvement Program. Information about the program has been delivered and we are eager for what transpires from those meetings.



City of Canby Bi-Monthly Report

Department: Finance

For Months of: November & December 2023

To: The Honorable Mayor Hodson & City Council
From: Eric Kytola, Finance Director
Prepared by: Katy Joyner, Financial Analyst
Through: Eileen Stein, City Administrator
Date: 1/18/2024

In addition to providing services and responding to inquiries from both internal and external customers, the Finance Department reports the following items of interest this period.

- The Finance Team welcomed a new employee, Natalia Erofeeff. She has been a big help already and is a natural customer service person greeting citizens and taking payments. We look forward to having her help with some upcoming heavy workloads as well as freeing up other staff for additional cross training.
- Finance continues to work on the long-range forecasting model and to collaborate with other departments to discuss future plans for continued growth. This forecasting model will play a big part in budget planning as well as capital project planning for the upcoming 24/25 fiscal year and beyond.
- The FY 22/23 audit is almost wrapped up. An extension was filed but will be wrapped up in January.
- We officially hired a new Finance Director, Scott Schlag, who will start in January 2024. Scott is a CPA from Grove, Mueller & Swank PC. He is bringing a lot of knowledge with him. We look forward to welcoming him to the team and city.
- We plan to add an additional filing and payment option for our Transit Tax customers. These changes are like the changes made for Business License customers for easy online renewal/payment using Xpress Bill Pay. This will reduce the amount of processing time Finance spends collecting returns, processing payments, and to make it easier for customers to file and pay.
- The Finance Team is working on a plan for continuing education for all team members. This includes additional training in Caselle as well as Microsoft Excel.

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

ADMINISTRATION DEPT

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION DEPT</u>						
PERSONNEL SERVICES:						
100-101-410-1000 REGULAR SALARIES AND WAGES	30,745.40	.00	257,798.84	464,083.00	206,284.16	55.6
100-101-410-1300 OVERTIME	.00	.00	121.08	.00	(121.08)	.0
100-101-410-2000 EMPLOYEE BENEFITS	236.92	.00	236.92	.00	(236.92)	.0
100-101-410-2100 INSURANCE BENEFITS	6,376.78	.00	38,160.15	102,969.00	64,808.85	37.1
100-101-410-2200 TAXES/OTHER	2,861.86	.00	23,425.11	38,165.00	14,739.89	61.4
100-101-410-2300 PERS CONTRIBUTIONS	6,903.38	.00	46,148.00	106,389.00	60,241.00	43.4
TOTAL PERSONNEL SERVICES	47,124.34	.00	365,890.10	711,606.00	345,715.90	51.4
MATERIALS & SERVICES:						
100-101-410-3120 ELECTION	.00	.00	.00	1,250.00	1,250.00	.0
100-101-410-3200 PROF/TECH SERVICES	16,097.58	2,591.40	56,931.94	58,500.00	(1,023.34)	101.8
100-101-410-3315 CTV5 PROFESSIONAL SERVICES	.00	.00	.00	43,430.00	43,430.00	.0
100-101-410-3316 WFM PROFESSIONAL SERVICES	3,619.28	.00	21,576.40	.00	(21,576.40)	.0
100-101-410-3330 CODIFICATION	.00	.00	1,371.27	5,495.00	4,123.73	25.0
100-101-410-4300 COPIER LEASE & MAINT	40.38	80.82	1,620.10	5,000.00	3,299.08	34.0
100-101-410-5500 PRINTING & BINDING	.00	.00	.00	500.00	500.00	.0
100-101-410-5600 MAYOR & CITY COUNCIL	204.24	.00	6,560.97	17,370.00	10,809.03	37.8
100-101-410-5601 MAYOR & CC TRAVEL & TRAINING	(35.00)	.00	4,289.27	8,525.00	4,235.73	50.3
100-101-410-5602 MAYOR & CC MEMBERSHIP DUES	200.00	.00	3,975.00	1,189.00	(2,786.00)	334.3
100-101-410-5800 ADMIN STAFF TRAVEL & TRAINING	15.00	.00	1,805.56	7,660.00	5,854.44	23.6
100-101-410-5803 ATTORNEY TRAVEL & TRAINING	.00	.00	.00	1,500.00	1,500.00	.0
100-101-410-5820 ADMIN MEMBERSHIP DUES & FEES	745.50	.00	23,683.74	27,961.00	4,277.26	84.7
100-101-410-5902 INTERNAL CHARGE-FACILITIES	1,203.56	.00	7,221.36	14,443.00	7,221.64	50.0
100-101-410-5903 INTERNAL CHARGE-TECH SERVICES	2,743.71	.00	16,462.26	32,925.00	16,462.74	50.0
100-101-410-6100 SUPPLIES & SERVICES	239.96	.00	2,985.69	42,075.00	39,089.31	7.1
100-101-410-6510 EMPLOYEE RECOGNITION	.00	.00	1,218.95	5,525.00	4,306.05	22.1
TOTAL MATERIALS & SERVICES	25,074.21	2,672.22	149,702.51	273,348.00	120,973.27	55.7
TOTAL ADMINISTRATION DEPT	72,198.55	2,672.22	515,592.61	984,954.00	466,689.17	52.6
TOTAL FUND EXPENDITURES	72,198.55	2,672.22	515,592.61	984,954.00	466,689.17	52.6
NET REVENUE OVER EXPENDITURES	(72,198.55)	(2,672.22)	(515,592.61)	(984,954.00)	(466,689.17)	(52.6)

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>BUILDING REVENUES</u>						
100-007-340-0001	BUILDING PERMITS	2,559.19	.00	14,140.61	55,000.00	40,859.39	25.7
	TOTAL BUILDING REVENUES	2,559.19	.00	14,140.61	55,000.00	40,859.39	25.7
	TOTAL FUND REVENUE	2,559.19	.00	14,140.61	55,000.00	40,859.39	25.7

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

BUILDING DEPT

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>BUILDING DEPT</u>						
	PERSONNEL SERVICES:						
100-107-422-1000	REGULAR SALARIES AND WAGES	7,085.45	.00	45,909.88	92,951.00	47,041.12	49.4
100-107-422-2100	INSURANCE BENEFITS	761.68	.00	4,568.27	10,258.00	5,689.73	44.5
100-107-422-2200	TAXES/OTHER	669.40	.00	4,296.88	7,800.00	3,503.12	55.1
100-107-422-2300	PERS CONTRIBUTIONS	1,628.42	.00	10,551.24	19,990.00	9,438.76	52.8
	TOTAL PERSONNEL SERVICES	10,144.95	.00	65,326.27	130,999.00	65,672.73	49.9
	MATERIALS & SERVICES:						
100-107-422-5300	COMMUNICATIONS	8.82	.00	52.86	100.00	47.14	52.9
100-107-422-5902	INTERNAL CHARGE-FACILITIES	52.36	.00	314.16	628.00	313.84	50.0
100-107-422-6100	SUPPLIES & SERVICE	.00	.00	.00	50.00	50.00	.0
	TOTAL MATERIALS & SERVICES	61.18	.00	367.02	778.00	410.98	47.2
	TRANSFERS:						
100-107-491-0110	O/H TRANSFER TO GENERAL FUND	1,672.82	.00	10,036.92	20,074.00	10,037.08	50.0
	TOTAL TRANSFERS	1,672.82	.00	10,036.92	20,074.00	10,037.08	50.0
	TOTAL BUILDING DEPT	11,878.95	.00	75,730.21	151,851.00	76,120.79	49.9
	TOTAL FUND EXPENDITURES	11,878.95	.00	75,730.21	151,851.00	76,120.79	49.9
	NET REVENUE OVER EXPENDITURES	(9,319.76)	.00	(61,589.60)	(96,851.00)	(35,261.40)	(63.6)

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>CEMETERY REVENUES</u>						
100-009-340-0001	GRAVE SALES	600.00	.00	7,800.00	20,000.00	12,200.00	39.0
100-009-340-0003	MISCELLANEOUS FEES	200.00	.00	2,800.00	2,000.00	(800.00)	140.0
100-009-340-0050	GRAVE OPEN & CLOSE	200.00	.00	4,750.00	6,500.00	1,750.00	73.1
100-009-340-0100	MAUSOLEUM NAME BARS	.00	.00	3,300.00	4,000.00	700.00	82.5
100-009-340-0200	MAUSOLEUM SALES	1,260.00	.00	13,655.00	11,000.00	(2,655.00)	124.1
100-009-340-0220	MAUSOLEUM OPEN & CLOSE	.00	.00	750.00	4,000.00	3,250.00	18.8
100-009-364-0001	DONATIONS-CEMETERY	.00	.00	.00	100.00	100.00	.0
	TOTAL CEMETERY REVENUES	2,260.00	.00	33,055.00	47,600.00	14,545.00	69.4
	TOTAL FUND REVENUE	2,260.00	.00	33,055.00	47,600.00	14,545.00	69.4

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

CEMETERY DEPT

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CEMETERY DEPT</u>						
PERSONNEL SERVICES:						
100-109-450-1000 REGULAR SALARIES AND WAGES	7,235.95	.00	53,817.98	119,328.00	65,510.02	45.1
100-109-450-1250 SEASONAL/TEMP WAGES	.00	.00	.00	20,456.00	20,456.00	.0
100-109-450-1300 OVERTIME	.00	.00	243.81	2,000.00	1,756.19	12.2
100-109-450-2100 INSURANCE BENEFITS	1,396.45	.00	10,350.12	29,511.00	19,160.88	35.1
100-109-450-2200 TAXES/OTHER	784.06	.00	5,742.99	18,255.00	12,512.01	31.5
100-109-450-2300 PERS CONTRIBUTIONS	1,710.78	.00	11,595.23	27,962.00	16,366.77	41.5
TOTAL PERSONNEL SERVICES	11,127.24	.00	81,750.13	217,512.00	135,761.87	37.6
MATERIALS & SERVICES:						
100-109-450-4300 GROUNDS MAINTENANCE	91.73	.00	690.09	4,000.00	3,309.91	17.3
100-109-450-4320 BUILDING MAINTENANCE	.00	.00	189.62	4,200.00	4,010.38	4.5
100-109-450-4450 COPIER LEASE & MAINT	4.10	.00	91.62	200.00	108.38	45.8
100-109-450-4620 REFUNDS	.00	.00	300.00	2,000.00	1,700.00	15.0
100-109-450-5903 INTERNAL CHARGE-TECH SERVICES	65.53	.00	393.18	786.00	392.82	50.0
100-109-450-6100 SUPPLIES - RECORDS	.00	.00	54.00	1,350.00	1,296.00	4.0
100-109-450-6120 TOOLS & EQUIPMENT	.00	.00	.00	9,000.00	9,000.00	.0
100-109-450-6200 UTILITIES	427.08	.00	1,053.07	2,700.00	1,646.93	39.0
100-109-450-6350 NAME BARS	.00	.00	1,946.08	4,500.00	2,553.92	43.3
TOTAL MATERIALS & SERVICES	588.44	.00	4,717.66	28,736.00	24,018.34	16.4
TOTAL CEMETERY DEPT	11,715.68	.00	86,467.79	246,248.00	159,780.21	35.1
TOTAL FUND EXPENDITURES	11,715.68	.00	86,467.79	246,248.00	159,780.21	35.1
NET REVENUE OVER EXPENDITURES	(9,455.68)	.00	(53,412.79)	(198,648.00)	(145,235.21)	(26.9)

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>COURT REVENUES</u>						
100-002-340-0001	COURT FINES AND FEES	41,522.61	.00	252,395.08	368,000.00	115,604.92	68.6
100-002-340-0003	MISCELLANEOUS FEES	32.00	.00	472.00	800.00	328.00	59.0
100-002-340-0020	FINES / JUSTICE COURT	3,401.74	.00	17,872.59	30,000.00	12,127.41	59.6
100-002-360-0002	COURT COLLECTIONS INTEREST	4,546.17	.00	24,017.19	44,000.00	19,982.81	54.6
100-002-360-0100	ATTORNEY REIMBURSEMENTS	.00	.00	760.00	5,500.00	4,740.00	13.8
	TOTAL COURT REVENUES	49,502.52	.00	295,516.86	448,300.00	152,783.14	65.9
	TOTAL FUND REVENUE	49,502.52	.00	295,516.86	448,300.00	152,783.14	65.9

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

COURT DEPT

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	COURT DEPT						
	PERSONNEL SERVICES:						
100-102-412-1000	REGULAR SALARIES AND WAGES	14,441.57	.00	91,657.44	185,295.00	93,637.56	49.5
100-102-412-2100	INSURANCE BENEFITS	2,162.14	.00	12,970.04	28,933.00	15,962.96	44.8
100-102-412-2200	TAXES/OTHER	1,339.03	.00	8,377.06	15,779.00	7,401.94	53.1
100-102-412-2300	PERS CONTRIBUTIONS	2,597.92	.00	16,836.33	32,475.00	15,638.67	51.8
	TOTAL PERSONNEL SERVICES	20,540.66	.00	129,840.87	262,482.00	132,641.13	49.5
	MATERIALS & SERVICES:						
100-102-412-3341	INTERPRETER	93.50	.00	1,878.39	7,000.00	5,121.61	26.8
100-102-412-3343	ATTORNEY SERVICES	13,200.00	.00	39,600.00	79,202.00	39,602.00	50.0
100-102-412-4450	COPIER LEASE & MAINT	140.01	840.06	855.09	1,750.00	54.85	96.9
100-102-412-5800	TRAINING/CONF/TRAVEL	.00	.00	1,258.61	1,805.00	546.39	69.7
100-102-412-5820	MEMBERSHIP FEES & DUES	(100.00)	.00	(100.00)	250.00	350.00	(40.0)
100-102-412-5821	JURY FEES	.00	.00	.00	120.00	120.00	.0
100-102-412-5822	WITNESS FEES	.00	.00	.00	250.00	250.00	.0
100-102-412-5902	INTERNAL CHARGE-FACILITIES	522.19	.00	3,133.14	6,266.00	3,132.86	50.0
100-102-412-5903	INTERNAL CHARGE-TECH SERVICES	2,210.47	.00	13,262.82	26,526.00	13,263.18	50.0
100-102-412-6100	SUPPLIES & SERVICES	280.57	.00	3,716.72	6,100.00	2,383.28	60.9
100-102-412-6101	DISCOVERY EXPENSE	.00	.00	.00	100.00	100.00	.0
100-102-412-6102	BANK CHARGES	557.00	.00	3,714.98	5,000.00	1,285.02	74.3
100-102-412-6103	COURT COLLECTION COSTS	.00	.00	20,660.22	55,000.00	34,339.78	37.6
	TOTAL MATERIALS & SERVICES	16,903.74	840.06	87,979.97	189,369.00	100,548.97	46.9
	TOTAL COURT DEPT	37,444.40	840.06	217,820.84	451,851.00	233,190.10	48.4
	TOTAL FUND EXPENDITURES	37,444.40	840.06	217,820.84	451,851.00	233,190.10	48.4
	NET REVENUE OVER EXPENDITURES	12,058.12	(840.06)	77,696.02	(3,551.00)	(80,406.96)	2164.4

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>ECONOMIC DEVELOPMENT REVENUE</u>						
100-011-334-0100 ECON DEV CITY GRANT REVENUE	.00	.00	200,000.00	2,000.00	(198,000.00)	10000.
100-011-340-0300 EVENT REVENUE	.00	.00	5,150.00	6,000.00	850.00	85.8
100-011-340-0310 INDEPENDENCE DAY REVENUE	.00	.00	5,104.80	3,000.00	(2,104.80)	170.2
100-011-391-0280 TRANSFER FROM UR	38,775.31	.00	230,343.12	425,000.00	194,656.88	54.2
TOTAL ECONOMIC DEVELOPMENT REVE	38,775.31	.00	440,597.92	436,000.00	(4,597.92)	101.1
TOTAL FUND REVENUE	38,775.31	.00	440,597.92	436,000.00	(4,597.92)	101.1

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

ECONOMIC DEVELOPMENT DEPT

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ECONOMIC DEVELOPMENT DEPT</u>						
PERSONNEL SERVICES:						
100-111-465-1000 REGULAR SALARIES AND WAGES	23,913.02	.00	141,982.45	288,928.00	146,945.55	49.1
100-111-465-1300 OVERTIME	538.65	.00	560.02	.00	(560.02)	.0
100-111-465-2000 EMPLOYEE BENEFITS	101.54	.00	101.54	.00	(101.54)	.0
100-111-465-2100 INSURANCE BENEFITS	3,303.07	.00	19,826.22	47,823.00	27,996.78	41.5
100-111-465-2200 TAXES/OTHER	2,204.10	.00	12,626.77	23,708.00	11,081.23	53.3
100-111-465-2300 PERS CONTRIBUTIONS	5,782.33	.00	33,029.94	65,401.00	32,371.06	50.5
TOTAL PERSONNEL SERVICES	35,842.71	.00	208,126.94	425,860.00	217,733.06	48.9
MATERIALS & SERVICES:						
100-111-465-4450 COPIER LEASE & MAINT	29.90	.00	798.79	1,500.00	701.21	53.3
100-111-465-5902 INTERNAL CHARGE-FACILITIES	460.06	.00	2,760.36	5,521.00	2,760.64	50.0
100-111-465-5903 INTERNAL CHARGE-TECH SERVICES	819.27	.00	4,915.62	9,831.00	4,915.38	50.0
100-111-465-6100 SUPPLIES & SERVICES	650.18	.00	6,065.05	38,400.00	32,334.95	15.8
100-111-465-6115 MAIN STREET (GENERAL FUND)	858.08	.00	18,287.51	39,219.00	20,931.49	46.6
100-111-465-6116 INDEPENDENCE DAY EXPENSES	.00	.00	10,050.34	20,011.00	9,960.66	50.2
100-111-465-6117 FLOWER PROGRAM	.00	.00	.00	6,500.00	6,500.00	.0
100-111-465-6120 COMMUNITY SMALL GRANTS	.00	.00	.00	50,000.00	50,000.00	.0
100-111-465-6121 BUSINESS SMALL GRANTS	.00	.00	.00	50,000.00	50,000.00	.0
100-111-465-6165 MAIN STREET (UR ALLOWABLE)	451.66	.00	1,463.24	27,450.00	25,986.76	5.3
100-111-465-6600 ECONDEV CITY GRANT EXPENDED	.00	.00	200,000.00	5,700.00	(194,300.00)	3508.8
TOTAL MATERIALS & SERVICES	3,269.15	.00	244,340.91	254,132.00	9,791.09	96.2
TRANSFERS:						
100-111-491-0110 O/H TRANSFER TO GENERAL FUND	5,955.97	.00	35,735.82	71,472.00	35,736.18	50.0
TOTAL TRANSFERS	5,955.97	.00	35,735.82	71,472.00	35,736.18	50.0
TOTAL ECONOMIC DEVELOPMENT DEPT	45,067.83	.00	488,203.67	751,464.00	263,260.33	65.0
TOTAL FUND EXPENDITURES	45,067.83	.00	488,203.67	751,464.00	263,260.33	65.0
NET REVENUE OVER EXPENDITURES	(6,292.52)	.00	(47,605.75)	(315,464.00)	(267,858.25)	(15.1)

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

FACILITIES FUND

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>PROGRAM REVENUES</u>						
227-000-361-0001	INTEREST REVENUES	428.63	.00	2,359.77	1,000.00	(1,359.77)	236.0
227-000-399-0001	CASH CARRYOVER	.00	.00	.00	86,512.00	86,512.00	.0
	TOTAL PROGRAM REVENUES	428.63	.00	2,359.77	87,512.00	85,152.23	2.7
	<u>OPERATIONAL REVENUE</u>						
227-001-340-0250	CANBY UTILITY	.00	.00	.00	500.00	500.00	.0
227-001-341-0001	INTERNAL REVENUE-FACILITIES	39,166.66	.00	234,999.96	470,000.00	235,000.04	50.0
	TOTAL OPERATIONAL REVENUE	39,166.66	.00	234,999.96	470,500.00	235,500.04	50.0
	TOTAL FUND REVENUE	39,595.29	.00	237,359.73	558,012.00	320,652.27	42.5

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

FACILITIES EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FACILITIES EXPENDITURES</u>						
PERSONNEL SERVICES:						
227-227-480-1000 REGULAR SALARIES AND WAGES	7,435.68	.00	47,844.12	122,367.00	74,522.88	39.1
227-227-480-1300 OVERTIME	432.08	.00	3,506.26	4,000.00	493.74	87.7
227-227-480-2100 INSURANCE BENEFITS	889.49	.00	5,348.85	16,459.00	11,110.15	32.5
227-227-480-2200 TAXES/OTHER	810.74	.00	5,307.06	16,313.00	11,005.94	32.5
227-227-480-2300 PERS CONTRIBUTIONS	1,835.44	.00	12,160.83	25,207.00	13,046.17	48.2
227-227-480-2911 CLOTHING ALLOWANCE	.00	.00	400.00	400.00	.00	100.0
TOTAL PERSONNEL SERVICES	11,403.43	.00	74,567.12	184,746.00	110,178.88	40.4
MATERIALS & SERVICES:						
227-227-480-3200 CONTRACT SERVICES	270.47	7,866.83	27,184.91	50,000.00	14,948.26	70.1
227-227-480-4200 JANITORIAL SERVICES & SUPPLIES	457.93	162,580.00	51,053.84	150,000.00	(63,633.84)	142.4
227-227-480-4300 BUILDING REPAIRS & MAINTENANCE	20,355.41	.00	28,887.70	50,000.00	21,112.30	57.8
227-227-480-4450 COPIER LEASE & MAINT	4.23	.00	94.68	250.00	155.32	37.9
227-227-480-5800 TRAVEL & TRAINING	.00	.00	.00	2,000.00	2,000.00	.0
227-227-480-5901 INTERNAL CHARGE-FLEET	875.00	.00	5,250.00	10,500.00	5,250.00	50.0
227-227-480-6100 SUPPLIES AND SMALL TOOLS	160.09	.00	1,033.78	6,000.00	4,966.22	17.2
227-227-480-6200 UTILITIES	7,390.54	.00	29,338.55	75,000.00	45,661.45	39.1
TOTAL MATERIALS & SERVICES	29,513.67	170,446.83	142,843.46	343,750.00	30,459.71	91.1
OTHER						
227-227-801-8801 CONTINGENCY	.00	.00	.00	26,425.00	26,425.00	.0
227-227-801-8805 RESERVED FOR FUTURE EXPENDITUR	.00	.00	.00	3,091.00	3,091.00	.0
TOTAL OTHER	.00	.00	.00	29,516.00	29,516.00	.0
TOTAL FACILITIES EXPENDITURES	40,917.10	170,446.83	217,410.58	558,012.00	170,154.59	69.5
TOTAL FUND EXPENDITURES	40,917.10	170,446.83	217,410.58	558,012.00	170,154.59	69.5
NET REVENUE OVER EXPENDITURES	(1,321.81)	(170,446.83)	19,949.15	.00	150,497.68	.0

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

FLEET SERVICES FUND

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>PROGRAM REVENUES</u>						
204-000-360-0001	MISCELLANEOUS-INCOME	.00	.00	107.80	1,000.00	892.20	10.8
204-000-361-0001	INTEREST REVENUES	301.23	.00	2,015.75	1,800.00	(215.75)	112.0
204-000-399-0001	CASH CARRYOVER	.00	.00	.00	74,842.00	74,842.00	.0
	TOTAL PROGRAM REVENUES	301.23	.00	2,123.55	77,642.00	75,518.45	2.7
	<u>OPERATIONAL REVENUE</u>						
204-001-340-0450	CANBY ADULT CENTER	.00	.00	3,401.80	3,000.00	(401.80)	113.4
204-001-341-0001	INTERNAL REVENUE-FLEET	69,045.83	.00	414,274.98	828,550.00	414,275.02	50.0
	TOTAL OPERATIONAL REVENUE	69,045.83	.00	417,676.78	831,550.00	413,873.22	50.2
	TOTAL FUND REVENUE	69,347.06	.00	419,800.33	909,192.00	489,391.67	46.2

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

FLEET EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FLEET EXPENDITURES</u>						
PERSONNEL SERVICES:						
204-204-425-1000 REGULAR SALARIES AND WAGES	14,343.12	.00	92,307.98	180,045.00	87,737.02	51.3
204-204-425-1300 OVERTIME	142.84	.00	571.35	2,500.00	1,928.65	22.9
204-204-425-2100 INSURANCE BENEFITS	4,510.90	.00	27,171.41	59,867.00	32,695.59	45.4
204-204-425-2200 TAXES/OTHER	1,423.75	.00	8,982.59	20,786.00	11,803.41	43.2
204-204-425-2300 PERS CONTRIBUTIONS	3,341.39	.00	21,585.43	38,881.00	17,295.57	55.5
204-204-425-2911 CLOTHING ALLOWANCE	.00	.00	800.00	800.00	.00	100.0
TOTAL PERSONNEL SERVICES	23,762.00	.00	151,418.76	302,879.00	151,460.24	50.0
MATERIALS & SERVICES:						
204-204-425-3110 CONTRACT SERVICES-SHOP	6,739.97	892.59	8,967.40	20,000.00	10,140.01	49.3
204-204-425-3115 CONTRACT SERVICES-VEHICLES	1,936.42	.00	10,938.45	18,000.00	7,061.55	60.8
204-204-425-3150 CAT CONTRACT SERVICES	206.44	.00	1,755.18	18,000.00	16,244.82	9.8
204-204-425-4450 COPIER LEASE & MAINT	7.20	.00	161.06	400.00	238.94	40.3
204-204-425-5150 CANBY AREA TRANSIT EXPENSES	4,417.18	.00	14,613.14	34,000.00	19,386.86	43.0
204-204-425-5300 COMMUNICATIONS	71.64	.00	486.75	1,200.00	713.25	40.6
204-204-425-5800 TRAVEL & TRAINING	.00	.00	.00	500.00	500.00	.0
204-204-425-5830 DEQ/DMV	1,500.00	.00	1,545.00	2,000.00	455.00	77.3
204-204-425-5902 INTERNAL CHARGE-FACILITIES	4,188.03	.00	25,128.18	50,256.00	25,127.82	50.0
204-204-425-5903 INTERNAL CHARGE-TECH SERVICES	766.87	.00	4,601.22	9,202.00	4,600.78	50.0
204-204-425-6100 SUPPLIES & SERVICES	3,606.17	.00	33,085.33	40,000.00	6,914.67	82.7
204-204-425-6111 TIRES	370.17	.00	14,756.95	12,000.00	(2,756.95)	123.0
204-204-425-6112 TIRES-TRANSIT	.00	.00	7,473.24	8,000.00	526.76	93.4
204-204-425-6119 MISC SHOP SUPPLIES	245.96	.00	1,890.11	4,000.00	2,109.89	47.3
204-204-425-6120 TOOLS AND EQUIPMENT	.00	.00	6,202.56	6,000.00	(202.56)	103.4
204-204-425-6300 GASOLINE/FUEL	21,058.67	.00	139,769.12	320,000.00	180,230.88	43.7
204-204-425-6301 OIL-GENERAL	470.99	.00	2,871.18	3,500.00	628.82	82.0
204-204-425-6302 OIL-TRANSIT	3,092.77	.00	3,092.77	3,500.00	407.23	88.4
204-204-425-6500 SAFETY EQUIPMENT	.00	.00	.00	500.00	500.00	.0
TOTAL MATERIALS & SERVICES	48,678.48	892.59	277,337.64	551,058.00	272,827.77	50.5
OTHER						
204-204-425-8800 FLEET CONTINGENCY	3,649.54	.00	10,971.17	42,650.00	31,678.83	25.7
204-204-801-8805 RESERVE FOR FUTURE EXPENDITURE	.00	.00	.00	2,605.00	2,605.00	.0
TOTAL OTHER	3,649.54	.00	10,971.17	45,255.00	34,283.83	24.2
TOTAL FLEET EXPENDITURES	76,090.02	892.59	439,727.57	899,192.00	458,571.84	49.0

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

FLEET RESERVES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FLEET RESERVES</u>						
CAPITAL:						
204-214-425-7410 EQUIPMENT	.00	.00	.00	10,000.00	10,000.00	.0
TOTAL CAPITAL	.00	.00	.00	10,000.00	10,000.00	.0
TOTAL FLEET RESERVES	.00	.00	.00	10,000.00	10,000.00	.0
TOTAL FUND EXPENDITURES	76,090.02	892.59	439,727.57	909,192.00	468,571.84	48.5
NET REVENUE OVER EXPENDITURES	(6,742.96)	(892.59)	(19,927.24)	.00	20,819.83	.0

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

HUMAN RESOURCES/RISK MGMT DEPT

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>HUMAN RESOURCES/RISK MGMT DEPT</u>						
	PERSONNEL SERVICES:						
100-112-414-1000	REGULAR SALARIES AND WAGES	8,778.12	.00	51,359.49	177,838.00	126,478.51	28.9
100-112-414-2100	INSURANCE BENEFITS	752.23	.00	5,511.95	44,310.00	38,798.05	12.4
100-112-414-2200	TAXES/OTHER	807.10	.00	4,670.31	15,063.00	10,392.69	31.0
100-112-414-2300	PERS CONTRIBUTIONS	2,011.88	.00	10,150.63	38,591.00	28,440.37	26.3
	<u>TOTAL PERSONNEL SERVICES</u>	<u>12,349.33</u>	<u>.00</u>	<u>71,692.38</u>	<u>275,802.00</u>	<u>204,109.62</u>	<u>26.0</u>
	MATERIALS & SERVICES:						
100-112-414-3200	PROFESSIONAL SERVICES	4,625.00	.00	10,835.73	115,500.00	104,664.27	9.4
100-112-414-3320	LEGAL/LABOR NEGOTIATIONS	892.50	.00	892.50	20,000.00	19,107.50	4.5
100-112-414-3325	RECRUITMENT/EMPLOYEE TESTING	4,122.23	.00	17,178.55	10,483.00	(6,695.55)	163.9
100-112-414-3440	SOFTWARE MAINTENANCE	15,475.26	.00	15,475.26	14,531.00	(944.26)	106.5
100-112-414-5200	LIABILITY INSURANCE	1,531.88	.00	466,459.47	500,000.00	33,540.53	93.3
100-112-414-5201	NON-INSURANCE CLAIMS	.00	.00	.00	15,000.00	15,000.00	.0
100-112-414-5202	LIAB INS DEDUCTIBLE ACCRUED	.00	.00	.00	25,000.00	25,000.00	.0
100-112-414-5800	TRAINING & TRAVEL	7.00	.00	928.48	8,000.00	7,071.52	11.6
100-112-414-5820	MEMBERSHIP FEES & DUES	198.00	.00	264.33	920.00	655.67	28.7
100-112-414-5902	INTERNAL CHARGE-FACILITIES	374.89	.00	2,249.34	4,499.00	2,249.66	50.0
100-112-414-5903	INTERNAL CHARGE-TECH SERVICES	1,973.88	.00	11,843.28	23,687.00	11,843.72	50.0
100-112-414-6100	SUPPLIES & SERVICES	86.25	.00	1,170.65	7,600.00	6,429.35	15.4
100-112-414-6530	RISK MGMT/SAFETY COMMITTEE	.00	.00	1,767.75	3,050.00	1,282.25	58.0
	<u>TOTAL MATERIALS & SERVICES</u>	<u>29,286.89</u>	<u>.00</u>	<u>529,065.34</u>	<u>748,270.00</u>	<u>219,204.66</u>	<u>70.7</u>
	<u>TOTAL HUMAN RESOURCES/RISK MGMT</u>	<u>41,636.22</u>	<u>.00</u>	<u>600,757.72</u>	<u>1,024,072.00</u>	<u>423,314.28</u>	<u>58.7</u>
	<u>TOTAL FUND EXPENDITURES</u>	<u>41,636.22</u>	<u>.00</u>	<u>600,757.72</u>	<u>1,024,072.00</u>	<u>423,314.28</u>	<u>58.7</u>
	<u>NET REVENUE OVER EXPENDITURES</u>	<u>(41,636.22)</u>	<u>.00</u>	<u>(600,757.72)</u>	<u>(1,024,072.00)</u>	<u>(423,314.28)</u>	<u>(58.7)</u>

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

LIBRARY FUND

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>PROGRAM REVENUE</u>						
201-000-311-0030	CC LIBRARY DISTRICT	.00	.00	.00	1,104,700.00	1,104,700.00	.0
201-000-334-0001	GRANTS-LIBRARY	.00	.00	.00	4,159.00	4,159.00	.0
201-000-340-0003	LIBRARY FINES & FEES	1,124.81	.00	8,844.19	10,000.00	1,155.81	88.4
201-000-345-0001	FOL PASS THRU REVENUE	1,258.09	.00	6,634.03	12,000.00	5,365.97	55.3
201-000-360-0001	LIBRARY MISCELLANEOUS-INCOME	.00	.00	380.92	.00	(380.92)	.0
201-000-361-0001	INTEREST REVENUES	1,097.01	.00	4,663.37	100.00	(4,563.37)	4663.4
201-000-364-0001	DONATIONS-LIBRARY	4.00	.00	15.52	100.00	84.48	15.5
201-000-364-0120	DONATIONS-FOL (PROGRAMMING)	.00	.00	.00	23,050.00	23,050.00	.0
201-000-391-0100	TRANSFER FROM GENERAL FUND	375,000.00	.00	375,000.00	375,000.00	.00	100.0
201-000-394-0223	INTERFUND LOAN FROM CPC	.00	.00	500,000.00	500,000.00	.00	100.0
201-000-399-0001	CASH CARRYOVER	.00	.00	.00	1,779.00	1,779.00	.0
	TOTAL PROGRAM REVENUE	378,483.91	.00	895,538.03	2,030,888.00	1,135,349.97	44.1
	TOTAL FUND REVENUE	378,483.91	.00	895,538.03	2,030,888.00	1,135,349.97	44.1

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

LIBRARY EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENDITURES</u>						
PERSONNEL SERVICES:						
201-201-455-1000 REGULAR SALARIES AND WAGES	37,325.52	.00	266,694.96	581,023.00	314,328.04	45.9
201-201-455-1200 ON CALL	4,069.08	.00	20,888.45	49,006.00	28,117.55	42.6
201-201-455-2100 INSURANCE BENEFITS	6,410.84	.00	44,375.77	142,762.00	98,386.23	31.1
201-201-455-2200 TAXES/OTHER	3,855.51	.00	26,244.02	52,995.00	26,750.98	49.5
201-201-455-2300 PERS CONTRIBUTIONS	9,450.11	.00	65,047.10	123,400.00	58,352.90	52.7
TOTAL PERSONNEL SERVICES	61,111.06	.00	423,250.30	949,186.00	525,935.70	44.6
MATERIALS & SERVICES:						
201-201-455-3150 COMPUTER HARDWARE/SOFTWARE	244.29	.00	531.69	1,500.00	968.31	35.5
201-201-455-3170 LINCC CONSORTIUM	23,844.39	.00	23,844.39	38,191.00	14,346.61	62.4
201-201-455-4450 COPIER LEASE & MAINT	855.18	3,775.32	4,258.06	7,700.00	(333.38)	104.3
201-201-455-5800 TRAVEL & TRAINING	327.74	.00	1,652.19	5,100.00	3,447.81	32.4
201-201-455-5902 INTERNAL CHARGE-FACILITIES	6,981.21	.00	41,887.26	83,774.00	41,886.74	50.0
201-201-455-5903 INTERNAL CHARGE-TECH SERVICES	3,352.62	.00	20,115.72	40,231.00	20,115.28	50.0
201-201-455-6100 SUPPLIES & SERVICES	347.44	.00	4,200.13	35,900.00	31,699.87	11.7
201-201-455-6102 CASH OVER & SHORT	(11.95)	.00	(99.32)	.00	99.32	.0
201-201-455-6150 LIBRARY COLLECTION	8,199.78	.00	38,687.70	80,000.00	41,312.30	48.4
201-201-455-6510 VOLUNTEER RECOGNITION	66.95	.00	132.80	1,000.00	867.20	13.3
201-201-455-6610 GRANTS-LIBRARY EXPENDED	.00	.00	1,317.39	4,159.00	2,841.61	31.7
201-201-455-6992 DONATIONS EXPENDED FOL	2,626.56	.00	8,425.43	23,050.00	14,624.57	36.6
TOTAL MATERIALS & SERVICES	46,834.21	3,775.32	144,953.44	320,605.00	171,876.24	46.4
OTHER						
201-201-801-8801 CONTINGENCY	.00	.00	.00	63,490.00	63,490.00	.0
201-201-801-8805 RESERVE FOR FUTURE EXPENDITURE	.00	.00	.00	4,200.00	4,200.00	.0
TOTAL OTHER	.00	.00	.00	67,690.00	67,690.00	.0
TRANSFERS:						
201-201-491-0110 O/H TO GENERAL FUND	16,117.27	.00	96,703.62	193,407.00	96,703.38	50.0
201-201-491-0223 IF LOAN PAYMENT TO CPC	.00	.00	.00	500,000.00	500,000.00	.0
201-201-498-0001 SPECIAL PAYMENTS-FOL PASS-THRU	1,310.39	.00	5,375.94	.00	(5,375.94)	.0
TOTAL TRANSFERS	17,427.66	.00	102,079.56	693,407.00	591,327.44	14.7
TOTAL LIBRARY EXPENDITURES	125,372.93	3,775.32	670,283.30	2,030,888.00	1,356,829.38	33.2
TOTAL FUND EXPENDITURES	125,372.93	3,775.32	670,283.30	2,030,888.00	1,356,829.38	33.2
NET REVENUE OVER EXPENDITURES	253,110.98	(3,775.32)	225,254.73	.00	(221,479.41)	.0

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>PARKS REVENUE</u>						
100-006-340-0001	PARK RENTALS	.00	.00	860.00	500.00	(360.00)	172.0
100-006-340-0003	MISCELLANEOUS FEES	.00	.00	17.25	.00	(17.25)	.0
100-006-340-0100	PARK MAINTENANCE FEE	46,727.08	.00	261,614.07	480,000.00	218,385.93	54.5
100-006-360-0001	PARKS MISCELLANEOUS-INCOME	.00	.00	528.00	.00	(528.00)	.0
100-006-392-0210	TRANSFER FROM SDC FUND	.00	.00	.00	3,570,000.00	3,570,000.00	.0
	TOTAL PARKS REVENUE	46,727.08	.00	263,019.32	4,050,500.00	3,787,480.68	6.5
	TOTAL FUND REVENUE	46,727.08	.00	263,019.32	4,050,500.00	3,787,480.68	6.5

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

PARKS DEPT

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS DEPT</u>							
PERSONNEL SERVICES:							
100-106-452-1000	REGULAR SALARIES AND WAGES	32,613.31	.00	210,720.92	448,786.00	238,065.08	47.0
100-106-452-1250	SEASONAL/TAPE WAGES	864.00	.00	3,555.00	20,456.00	16,901.00	17.4
100-106-452-1300	OVERTIME	1,030.29	.00	5,600.97	7,500.00	1,899.03	74.7
100-106-452-2100	INSURANCE BENEFITS	8,207.75	.00	45,342.43	174,688.00	129,345.57	26.0
100-106-452-2200	TAXES/OTHER	3,568.79	.00	22,774.49	60,713.00	37,938.51	37.5
100-106-452-2300	PERS CONTRIBUTIONS	8,186.79	.00	53,604.96	93,293.00	39,688.04	57.5
100-106-452-2911	CLOTHING ALLOWANCE	.00	.00	2,800.00	3,600.00	800.00	77.8
	TOTAL PERSONNEL SERVICES	54,470.93	.00	344,398.77	809,036.00	464,637.23	42.6
MATERIALS & SERVICES:							
100-106-452-3200	CONTRACT SERVICES	.00	.00	500.00	13,000.00	12,500.00	3.9
100-106-452-3250	SURVEYS & MASTER PLANS- SDC	.00	49,925.65	.00	100,000.00	50,074.35	49.9
100-106-452-4310	PARKS GROUND MAINTENANCE	352.50	.00	4,680.02	12,000.00	7,319.98	39.0
100-106-452-4320	PARK BLDG MAINTENANCE	87.88	.00	2,554.61	17,300.00	14,745.39	14.8
100-106-452-4340	STREETSCAPE LANDSCAPING	.00	.00	693.59	25,000.00	24,306.41	2.8
100-106-452-4360	VANDALISM REPAIR	.00	.00	1,696.27	3,000.00	1,303.73	56.5
100-106-452-4450	COPIER LEASE & MAINT	22.86	.00	511.42	1,100.00	588.58	46.5
100-106-452-4500	PARKS MAINT FEE BILLING	3,269.75	.00	19,399.65	32,500.00	13,100.35	59.7
100-106-452-5300	COMMUNICATIONS	203.71	.00	1,397.28	2,300.00	902.72	60.8
100-106-452-5850	TRAINING/CONF/TRAVEL	.00	.00	1,173.70	2,400.00	1,226.30	48.9
100-106-452-5901	INTERNAL CHARGE-FLEET	5,286.17	.00	31,717.02	63,434.00	31,716.98	50.0
100-106-452-5902	INTERNAL CHARGE-FACILITIES	2,998.08	.00	17,988.48	35,977.00	17,988.52	50.0
100-106-452-5903	INTERNAL CHARGE-TECH SERVICES	313.81	.00	1,882.86	3,766.00	1,883.14	50.0
100-106-452-6100	SUPPLIES & SERVICES	815.43	2,716.00	20,359.64	30,000.00	6,924.36	76.9
100-106-452-6120	PARK EQUIPMENT	119.88	.00	2,872.82	12,000.00	9,127.18	23.9
100-106-452-6200	UTILITIES	1,431.74	.00	16,362.33	30,000.00	13,637.67	54.5
	TOTAL MATERIALS & SERVICES	14,901.81	52,641.65	123,789.69	383,777.00	207,345.66	46.0
CAPITAL:							
100-106-452-7634	MASTER PLAN PARKS PROJECTS	.00	(3,310.00)	.00	.00	3,310.00	.0
100-106-452-7636	LEGACY PARK FITNESS COURT	.00	.00	160,000.00	220,000.00	60,000.00	72.7
100-106-452-7637	MAPLE PARK RENOVATION	.00	24,620.00	325.13	1,600,000.00	1,575,054.87	1.6
100-106-452-7638	SIMNITT DODD PARK	.00	19,695.00	8,295.00	1,500,000.00	1,472,010.00	1.9
100-106-452-7640	FUEL STATION	.00	.00	1,540.00	200,000.00	198,460.00	.8
	TOTAL CAPITAL	.00	41,005.00	170,160.13	3,520,000.00	3,308,834.87	6.0
	TOTAL PARKS DEPT	69,372.74	93,646.65	638,348.59	4,712,813.00	3,980,817.76	15.5
	TOTAL FUND EXPENDITURES	69,372.74	93,646.65	638,348.59	4,712,813.00	3,980,817.76	15.5
	NET REVENUE OVER EXPENDITURES	(22,645.66)	(93,646.65)	(375,329.27)	(662,313.00)	(193,337.08)	(70.8)

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>PLANNING REVENUES</u>						
100-003-330-0100	CONSTRUCTION EXCISE TAX	4,639.00	.00	60,246.00	310,000.00	249,754.00	19.4
100-003-340-0001	LAND USE APPLICATIONS	.00	.00	14,075.00	82,000.00	67,925.00	17.2
100-003-340-0003	MISCELLANEOUS FEES	.00	.00	.00	1,000.00	1,000.00	.0
100-003-340-0200	TRAFFIC STUDIES	2,850.00	.00	26,352.50	42,500.00	16,147.50	62.0
100-003-340-0300	PLAN REVIEWS	1,350.00	.00	45,914.00	54,400.00	8,486.00	84.4
100-003-340-0360	ENGINEERING PLAN REVIEW FEES	.00	.00	23,118.75	5,000.00	(18,118.75)	462.4
100-003-360-0001	PLANNING MISCELLANEOUS-INCOME	.00	.00	.00	1,000.00	1,000.00	.0
	TOTAL PLANNING REVENUES	8,839.00	.00	169,706.25	495,900.00	326,193.75	34.2
	TOTAL FUND REVENUE	8,839.00	.00	169,706.25	495,900.00	326,193.75	34.2

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

PLANNING DEPT

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING DEPT</u>						
PERSONNEL SERVICES:						
100-103-419-1000 REGULAR SALARIES AND WAGES	22,346.09	.00	149,774.94	295,031.00	145,256.06	50.8
100-103-419-2000 EMPLOYEE BENEFITS	.79	.00	106.43	.00	(106.43)	.0
100-103-419-2100 INSURANCE BENEFITS	2,417.79	.00	15,855.07	34,405.00	18,549.93	46.1
100-103-419-2200 TAXES/OTHER	2,109.13	.00	14,070.28	25,279.00	11,208.72	55.7
100-103-419-2300 PERS CONTRIBUTIONS	5,086.55	.00	34,479.56	64,467.00	29,987.44	53.5
TOTAL PERSONNEL SERVICES	31,960.35	.00	214,286.28	419,182.00	204,895.72	51.1
MATERIALS & SERVICES:						
100-103-419-3200 PROF/TECH SERVICES	63,438.05	436,144.43	181,076.68	590,318.00	(26,903.11)	104.6
100-103-419-4450 COPIER LEASE & MAINT	59.80	.00	1,597.59	4,000.00	2,402.41	39.9
100-103-419-5300 COMMUNICATIONS	8.82	.00	52.86	500.00	447.14	10.6
100-103-419-5510 MAPPING	.00	.00	.00	1,500.00	1,500.00	.0
100-103-419-5620 PLANNING COMMISS. EXPENSES	.00	.00	225.91	1,500.00	1,274.09	15.1
100-103-419-5800 TRAVEL & TRAINING	614.45	.00	1,579.45	3,500.00	1,920.55	45.1
100-103-419-5820 FEES & DUES	.00	.00	533.00	2,500.00	1,967.00	21.3
100-103-419-5902 INTERNAL CHARGE-FACILITIES	445.05	.00	2,670.30	5,341.00	2,670.70	50.0
100-103-419-5903 INTERNAL CHARGE-TECH SERVICES	2,784.86	.00	16,709.16	33,418.00	16,708.84	50.0
100-103-419-6100 SUPPLIES & SERVICES	365.60	.00	2,967.61	7,000.00	4,032.39	42.4
100-103-419-6910 TRAFFIC STUDY	3,760.00	.00	22,240.00	125,000.00	102,760.00	17.8
TOTAL MATERIALS & SERVICES	71,476.63	436,144.43	229,652.56	774,577.00	108,780.01	86.0
TOTAL PLANNING DEPT	103,436.98	436,144.43	443,938.84	1,193,759.00	313,675.73	73.7
TOTAL FUND EXPENDITURES	103,436.98	436,144.43	443,938.84	1,193,759.00	313,675.73	73.7
NET REVENUE OVER EXPENDITURES	(94,597.98)	(436,144.43)	(274,232.59)	(697,859.00)	12,518.02	(101.8)

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>POLICE REVENUES</u>						
100-008-334-0300 GRANTS - DUII	.00	.00	7,430.01	15,000.00	7,569.99	49.5
100-008-334-0305 GRANTS - DISTRACTED DRIVING	.00	.00	4,263.88	15,000.00	10,736.12	28.4
100-008-334-0320 GRANT - SEATBELT	.00	.00	5,153.69	7,500.00	2,346.31	68.7
100-008-334-0325 GRANTS - SPEED ENFORCEMENT	.00	.00	1,183.79	3,000.00	1,816.21	39.5
100-008-334-0330 GRANT - PEDESTIAN SAFETY	.00	.00	866.96	5,000.00	4,133.04	17.3
100-008-334-0350 GRANTS - HIDTA	.00	.00	8,161.40	20,000.00	11,838.60	40.8
100-008-334-0408 GRANT - OJP VEST PROGRAM	.00	.00	.00	5,000.00	5,000.00	.0
100-008-334-0409 GRANT - ODOT CONSTRUCTION	.00	.00	12,960.24	25,000.00	12,039.76	51.8
100-008-340-0001 VEHICLE RELEASE/TOW FEES	1,500.00	.00	6,000.00	17,000.00	11,000.00	35.3
100-008-340-0003 MISCELLANEOUS FEES	.00	.00	263.00	200.00	(63.00)	131.5
100-008-340-0100 ALARM PERMIT FEES	425.83	.00	2,735.75	5,000.00	2,264.25	54.7
100-008-340-0120 TEMPORARY LIQUOR PERMIT	105.00	.00	350.00	450.00	100.00	77.8
100-008-340-0130 SUBPOENA FEES	30.00	.00	90.00	35.00	(55.00)	257.1
100-008-340-0150 FINGER PRINTING FEES	.00	.00	.00	500.00	500.00	.0
100-008-340-0200 REPORTS REVENUE	105.00	.00	832.00	2,000.00	1,168.00	41.6
100-008-360-0001 POLICE MISCELLANEOUS-INCOME	.00	.00	47,197.28	2,000.00	(45,197.28)	2359.9
100-008-360-0500 CSD-SHARED SRO REIMBURSEMT	.00	.00	28,352.00	80,293.00	51,941.00	35.3
100-008-364-0001 DONATIONS-POLICE	500.00	.00	1,500.00	500.00	(1,000.00)	300.0
TOTAL POLICE REVENUES	2,665.83	.00	127,340.00	203,478.00	76,138.00	62.6
TOTAL FUND REVENUE	2,665.83	.00	127,340.00	203,478.00	76,138.00	62.6

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

POLICE DEPT

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPT</u>						
PERSONNEL SERVICES:						
100-108-421-1000 REGULAR SALARIES AND WAGES	263,736.79	.00	1,715,447.07	3,849,964.00	2,134,516.93	44.6
100-108-421-1300 OVERTIME	5,629.54	.00	48,839.91	100,000.00	51,160.09	48.8
100-108-421-1310 COURT OVERTIME	3,246.79	.00	16,170.71	54,000.00	37,829.29	30.0
100-108-421-1330 HOLIDAY OVERTIME	69.11	.00	22,272.78	63,000.00	40,727.22	35.4
100-108-421-1340 SIU OVERTIME	1,831.29	.00	14,109.27	34,000.00	19,890.73	41.5
100-108-421-1345 TRAINING OVERTIME	1,106.18	.00	13,225.81	44,000.00	30,774.19	30.1
100-108-421-1350 SPECIAL EVENTS OVERTIME	543.77	.00	5,253.21	6,000.00	746.79	87.6
100-108-421-1351 TACTICAL/SWAT OVERTIME	742.88	.00	6,165.92	27,000.00	20,834.08	22.8
100-108-421-1361 SUPERVISION OVERTIME	.00	.00	323.52	10,500.00	10,176.48	3.1
100-108-421-1523 GRANT - DUII WAGES EXP	.00	.00	4,934.79	15,000.00	10,065.21	32.9
100-108-421-1524 GRANT - SEATBELT WAGES EXP	.00	.00	449.18	5,000.00	4,550.82	9.0
100-108-421-1525 GRANT - PEDESTRIAN/WAGES EXP	.00	.00	620.18	5,000.00	4,379.82	12.4
100-108-421-1529 GRANT - HIDTA OT	.00	.00	4,781.97	20,708.00	15,926.03	23.1
100-108-421-1531 GRANT - OCDETF OT	.00	.00	.00	5,000.00	5,000.00	.0
100-108-421-1533 GRANT - DISTRACTED DRIVING	1,234.27	.00	4,863.98	7,500.00	2,636.02	64.9
100-108-421-1534 GRANT - SPEED ENFORCEMENT	115.35	.00	1,000.88	3,000.00	1,999.12	33.4
100-108-421-1535 GRANT - ODOT WRK ZN	.00	.00	10,260.63	25,000.00	14,739.37	41.0
100-108-421-2000 EMPLOYEE BENEFITS	1,965.99	.00	12,817.53	.00	(12,817.53)	.0
100-108-421-2100 INSURANCE BENEFITS	61,067.51	.00	352,158.19	857,354.00	505,195.81	41.1
100-108-421-2200 TAXES/OTHER	27,697.58	.00	188,077.88	465,155.00	277,077.12	40.4
100-108-421-2300 PERS CONTRIBUTIONS	77,390.26	.00	523,240.99	994,938.00	471,697.01	52.6
100-108-421-2910 UNIFORM CLEANING ALLOWANCE	575.00	.00	6,950.00	18,000.00	11,050.00	38.6
100-108-421-2911 CLOTHING ALLOWANCE	100.00	.00	1,200.00	3,100.00	1,900.00	38.7
100-108-421-2912 FOOTWEAR ALLOWANCE	.00	.00	6,000.00	7,850.00	1,850.00	76.4
TOTAL PERSONNEL SERVICES	447,052.31	.00	2,959,164.40	6,621,069.00	3,661,904.60	44.7

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

POLICE DEPT

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
MATERIALS & SERVICES:						
100-108-421-3200 PROFESSIONAL SERVICES	.00	.00	.00	5,000.00	5,000.00	.0
100-108-421-4450 COPIER LEASE & MAINT	618.42	3,710.52	3,771.33	7,080.00	(401.85)	105.7
100-108-421-5140 INVESTIGATION & INFO	.00	.00	.00	3,500.00	3,500.00	.0
100-108-421-5141 PRISONERS BOARD & MEDICAL	800.00	.00	2,200.00	6,000.00	3,800.00	36.7
100-108-421-5142 CRIME PREVENTION	.00	.00	.00	2,000.00	2,000.00	.0
100-108-421-5300 COMMUNICATIONS	2,685.58	.00	15,708.13	36,000.00	20,291.87	43.6
100-108-421-5310 COUNTY DISPATCH FEES	20,709.08	124,254.44	124,254.52	256,709.00	8,200.04	96.8
100-108-421-5500 JUVENILE DIVERSION SERVICES	.00	.00	.00	2,500.00	2,500.00	.0
100-108-421-5800 TRAINING & TRAVEL	1,991.95	.00	35,689.77	45,000.00	9,310.23	79.3
100-108-421-5801 FIREARMS & LESS LETHAL EQUIP	10,662.41	1,636.30	31,429.57	50,000.00	16,934.13	66.1
100-108-421-5803 TACTICAL ENTRY TEAM EQUIPMENT	14,296.49	.00	14,505.01	15,000.00	494.99	96.7
100-108-421-5804 VESTS	.00	.00	.00	7,000.00	7,000.00	.0
100-108-421-5805 E.O.C.	.00	.00	.00	1,500.00	1,500.00	.0
100-108-421-5807 DETECTIVE EQUIPMENT	1,717.99	.00	11,019.26	21,500.00	10,480.74	51.3
100-108-421-5820 MEMBERSHIP FEES & DUES	79.97	.00	1,199.97	3,200.00	2,000.03	37.5
100-108-421-5840 INFORMATION SYSTEM SERVICES	27,352.00	525.00	52,272.12	63,000.00	10,202.88	83.8
100-108-421-5901 INTERNAL CHARGE-FLEET	16,905.58	.00	101,433.48	202,867.00	101,433.52	50.0
100-108-421-5902 INTERNAL CHARGE-FACILITIES	8,326.50	.00	49,959.00	99,919.00	49,960.00	50.0
100-108-421-5903 INTERNAL CHARGE-TECH SERVICES	13,326.54	.00	79,959.24	159,918.00	79,958.76	50.0
100-108-421-6100 SUPPLIES & SERVICES	1,757.15	419.70	15,391.50	44,000.00	28,188.80	35.9
100-108-421-6130 UNIFORMS & PATROL EQUIPMENT	1,504.44	.00	10,977.62	37,000.00	26,022.38	29.7
100-108-421-6151 RADIO REPAIR	.00	.00	2,880.08	6,000.00	3,119.92	48.0
100-108-421-6152 800 RADIO OPERATING FEE	.00	.00	86,558.00	40,383.00	(46,175.00)	214.3
100-108-421-6160 CANINE EXPENSES	.00	.00	230.29	2,500.00	2,269.71	9.2
100-108-421-6180 TRAFFIC SAFETY EQUIPMENT	131.98	.00	16,281.34	24,000.00	7,718.66	67.8
100-108-421-6820 DONATIONS-POLICE	.00	.00	820.88	500.00	(320.88)	164.2
100-108-421-6910 ACCREDITATION	.00	.00	3,525.00	3,525.00	.00	100.0
TOTAL MATERIALS & SERVICES	122,866.08	130,545.96	660,066.11	1,145,601.00	354,988.93	69.0
CAPITAL:						
100-108-421-7470 CAPITAL EQUIP - VEHICLES	.00	87,192.40	960.00	145,000.00	56,847.60	60.8
100-108-421-7471 EQUIP - COMPUTER/SOFTWARE	.00	.00	18,033.60	421,347.00	403,313.40	4.3
TOTAL CAPITAL	.00	87,192.40	18,993.60	566,347.00	460,161.00	18.8
TOTAL POLICE DEPT	569,918.39	217,738.36	3,638,224.11	8,333,017.00	4,477,054.53	46.3
TOTAL FUND EXPENDITURES	569,918.39	217,738.36	3,638,224.11	8,333,017.00	4,477,054.53	46.3
NET REVENUE OVER EXPENDITURES	(567,252.56)	(217,738.36)	(3,510,884.11)	(8,129,539.00)	(4,400,916.53)	(45.9)

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

SEWER COMBINED FUND

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>PROGRAM REVENUES</u>						
306-000-360-0001	MISCELLANEOUS-INCOME	360.00	.00	675.00	10,000.00	9,325.00	6.8
306-000-361-0001	INTEREST REVENUES	44,063.08	.00	240,658.77	200,000.00	(40,658.77)	120.3
306-000-399-0001	CASH CARRYOVER	.00	.00	.00	10,049,031.00	10,049,031.00	.0
	TOTAL PROGRAM REVENUES	44,423.08	.00	241,333.77	10,259,031.00	10,017,697.23	2.4
	<u>OPERATIONS REVENUE</u>						
306-001-340-0004	SEWER TAP FEES	200.00	.00	2,400.00	17,000.00	14,600.00	14.1
306-001-340-0500	UTILITY CHARGES FOR SERVICE	382,742.28	.00	2,192,488.75	4,500,000.00	2,307,511.25	48.7
	TOTAL OPERATIONS REVENUE	382,942.28	.00	2,194,888.75	4,517,000.00	2,322,111.25	48.6
	<u>RESERVES REVENUE</u>						
306-004-392-0210	TRANSFER FROM SDC FUND	.00	.00	.00	961,118.00	961,118.00	.0
	TOTAL RESERVES REVENUE	.00	.00	.00	961,118.00	961,118.00	.0
	TOTAL FUND REVENUE	427,365.36	.00	2,436,222.52	15,737,149.00	13,300,926.48	15.5

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

SEWER/WWTP EXPENDITURES

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	SEWER/WWTP EXPENDITURES						
	PERSONNEL SERVICES:						
306-306-432-1000	REGULAR SALARIES AND WAGES	36,061.39	.00	240,329.48	607,440.00	367,110.52	39.6
306-306-432-1300	OVERTIME	1,504.27	.00	12,879.16	40,000.00	27,120.84	32.2
306-306-432-2100	INSURANCE BENEFITS	9,481.80	.00	58,456.71	125,055.00	66,598.29	46.7
306-306-432-2200	TAXES/OTHER	3,759.03	.00	25,180.40	76,192.00	51,011.60	33.1
306-306-432-2300	PERS CONTRIBUTIONS	8,866.94	.00	61,439.47	146,717.00	85,277.53	41.9
306-306-432-2911	CLOTHING ALLOWANCE	.00	.00	2,000.00	3,200.00	1,200.00	62.5
	TOTAL PERSONNEL SERVICES	59,673.43	.00	400,285.22	998,604.00	598,318.78	40.1
	MATERIALS & SERVICES:						
306-306-432-3112	PROFESSIONAL SERVICES	.00	18,000.00	2,815.25	15,000.00	(5,815.25)	138.8
306-306-432-4210	DISPOSAL SERVICES	11,862.18	114,311.65	65,688.35	180,000.00	.00	100.0
306-306-432-4360	MAINTENANCE OPERATIONS	5,265.20	.00	18,465.46	42,000.00	23,534.54	44.0
306-306-432-4365	PUMP AND MOTOR REPAIR	.00	.00	19,342.00	20,000.00	658.00	96.7
306-306-432-4370	GROUPS MAINT	.00	.00	209.96	2,200.00	1,990.04	9.5
306-306-432-4450	COPIER LEASE & MAINT	3.41	.00	338.24	600.00	261.76	56.4
306-306-432-5116	EFFLUENT TESTING	.00	.00	6,792.23	28,000.00	21,207.77	24.3
306-306-432-5117	SLUDGE TESTING	.00	.00	.00	3,100.00	3,100.00	.0
306-306-432-5119	PRETREATMENT TESTING	.00	.00	3,458.00	7,500.00	4,042.00	46.1
306-306-432-5300	COMMUNICATIONS	17.24	.00	104.64	1,000.00	895.36	10.5
306-306-432-5800	TRAVEL & TRAINING	486.23	.00	786.23	3,500.00	2,713.77	22.5
306-306-432-5820	MEMBERSHIP DUES & FEES	.00	.00	.00	3,000.00	3,000.00	.0
306-306-432-5825	NPDES PERMIT FEES	.00	.00	24,017.23	28,000.00	3,982.77	85.8
306-306-432-5901	INTERNAL CHARGE-FLEET	1,804.33	.00	10,825.98	21,652.00	10,826.02	50.0
306-306-432-5902	INTERNAL CHARGE-FACILITIES	1,352.96	.00	8,117.76	16,235.00	8,117.24	50.0
306-306-432-5903	INTERNAL CHARGE-TECH SERVICES	1,295.90	.00	7,775.40	15,551.00	7,775.60	50.0
306-306-432-6100	SUPPLIES & SERVICES	594.52	119.85	2,662.93	6,500.00	3,717.22	42.8
306-306-432-6110	SAFETY SUPPLIES	218.08	.00	446.28	1,500.00	1,053.72	29.8
306-306-432-6120	TOOLS & EQUIPMENT	.00	.00	31.99	700.00	668.01	4.6
306-306-432-6125	COMPUTER SUPPLIES	44,160.00	.00	45,560.00	51,500.00	5,940.00	88.5
306-306-432-6172	LAB EQUIPMENT & CHEMICALS	1,473.23	.00	5,025.45	13,000.00	7,974.55	38.7
306-306-432-6174	BULK CHEMICALS	.00	.00	6,050.00	13,500.00	7,450.00	44.8
306-306-432-6175	LIME	1,178.00	.00	14,761.39	60,000.00	45,238.61	24.6
306-306-432-6176	BIOSOLIDS - POLYMER	.00	.00	.00	12,500.00	12,500.00	.0
306-306-432-6200	UTILITIES	8,236.29	.00	40,410.57	98,000.00	57,589.43	41.2
	TOTAL MATERIALS & SERVICES	77,947.57	132,431.50	283,685.34	644,538.00	228,421.16	64.6
	CAPITAL:						
306-306-432-7200	BUILDING	.00	.00	.00	311,000.00	311,000.00	.0
306-306-432-7410	VEHICLES & EQUIPMENT	.00	.00	9,580.00	120,000.00	110,420.00	8.0
306-306-432-7600	IMPROVEMENTS	141,300.00	17,943.65	658,564.98	1,375,000.00	698,491.37	49.2
306-306-432-7640	FUEL STATION	.00	.00	1,540.00	200,000.00	198,460.00	.8
	TOTAL CAPITAL	141,300.00	17,943.65	669,684.98	2,006,000.00	1,318,371.37	34.3
	TRANSFERS:						
306-306-491-0110	O/H TRANSFER TO GENERAL FUND	18,182.12	.00	109,092.72	218,185.00	109,092.28	50.0
	TOTAL TRANSFERS	18,182.12	.00	109,092.72	218,185.00	109,092.28	50.0

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

SEWER/WWTP EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL SEWER/WWTP EXPENDITURES	297,103.12	150,375.15	1,462,748.26	3,867,327.00	2,254,203.59	41.7

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

SEWER COLLECTIONS EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER COLLECTIONS EXPENDITURES</u>						
PERSONNEL SERVICES:						
306-311-433-1000 REGULAR SALARIES AND WAGES	22,140.15	.00	127,076.08	328,911.00	201,834.92	38.6
306-311-433-1300 OVERTIME	591.33	.00	1,932.27	3,000.00	1,067.73	64.4
306-311-433-2100 INSURANCE BENEFITS	3,540.70	.00	18,683.31	81,161.00	62,477.69	23.0
306-311-433-2200 TAXES/OTHER	2,443.63	.00	13,734.58	47,701.00	33,966.42	28.8
306-311-433-2300 PERS CONTRIBUTIONS	5,425.55	.00	31,099.89	71,041.00	39,941.11	43.8
306-311-433-2911 CLOTHING ALLOWANCE	.00	.00	400.00	1,600.00	1,200.00	25.0
TOTAL PERSONNEL SERVICES	34,141.36	.00	192,926.13	533,414.00	340,487.87	36.2
MATERIALS & SERVICES:						
306-311-433-3112 CONSULTANT ENGINEER	.00	.00	.00	12,000.00	12,000.00	.0
306-311-433-4345 LATERAL REPAIR	.00	.00	6,562.61	12,000.00	5,437.39	54.7
306-311-433-4350 LIFT STATION MAINT	.00	.00	1,328.50	10,000.00	8,671.50	13.3
306-311-433-4360 LIFT STATION TELEMTRY	.00	.00	.00	5,500.00	5,500.00	.0
306-311-433-4380 COLLECTION SYSTEM MAINT	7,550.00	.00	9,696.24	30,000.00	20,303.76	32.3
306-311-433-4450 COPIER LEASE & MAINT	9.45	.00	211.46	1,800.00	1,588.54	11.8
306-311-433-5300 COMMUNICATIONS	115.86	.00	736.51	1,200.00	463.49	61.4
306-311-433-5800 TRAVEL & TRAINING	.00	.00	.00	6,000.00	6,000.00	.0
306-311-433-5820 MEMBERSHIP DUES & FEES	.00	.00	.00	800.00	800.00	.0
306-311-433-5901 INTERNAL CHARGE-FLEET	3,320.92	.00	19,925.52	39,851.00	19,925.48	50.0
306-311-433-5902 INTERNAL CHARGE-FACILITIES	1,332.36	.00	7,994.16	15,988.00	7,993.84	50.0
306-311-433-5903 INTERNAL CHARGE-TECH SERVICES	231.11	.00	1,386.66	2,773.00	1,386.34	50.0
306-311-433-6100 SUPPLIES & SERVICES	216.90	.00	2,833.47	7,500.00	4,666.53	37.8
306-311-433-6125 SMALL TOOLS	139.99	.00	139.99	10,000.00	9,860.01	1.4
306-311-433-6180 SAFETY SUPPLIES	.00	.00	.00	1,500.00	1,500.00	.0
306-311-433-6201 UTILITIES-LIFT STATIONS	890.04	.00	3,233.50	8,200.00	4,966.50	39.4
TOTAL MATERIALS & SERVICES	13,806.63	.00	54,048.62	165,112.00	111,063.38	32.7
CAPITAL:						
306-311-433-7410 VEHICLES & EQUIPMENT	39,500.00	7,790.00	49,930.00	.00 (57,720.00)	.0	.0
306-311-433-7627 SAFEWAY PUMP STATION REMOVAL	58,061.00	310,184.81	267,011.05	.00 (577,195.86)	.0	.0
306-311-433-7629 N KNOTT ST STORM	.00	.00	500.00	.00 (500.00)	.0	.0
306-311-433-7630 N MAPLE LN SEWER LINE REPLACE	.00	.00	860.00	.00 (860.00)	.0	.0
306-311-433-7631 N NW 10TH & BIRCH SEWER EXT	.00	10,427.10	49,650.00	.00 (60,077.10)	.0	.0
306-311-433-7640 FUEL STATION	.00	12,512.72	11,980.77	200,000.00	175,506.51	12.3
TOTAL CAPITAL	97,561.00	340,914.63	379,931.82	200,000.00 (520,846.45)	360.4	
TRANSFERS:						
306-311-491-0110 O/H TRANSFER TO GENERAL FUND	7,905.90	.00	47,435.40	94,871.00	47,435.60	50.0
TOTAL TRANSFERS	7,905.90	.00	47,435.40	94,871.00	47,435.60	50.0
TOTAL SEWER COLLECTIONS EXPENDIT	153,414.89	340,914.63	674,341.97	993,397.00 (21,859.60)	102.2	

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

STORMWATER EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STORMWATER EXPENDITURES</u>						
PERSONNEL SERVICES:						
306-312-431-1000 REGULAR SALARIES AND WAGES	11,486.26	.00	75,904.75	170,116.00	94,211.25	44.6
306-312-431-1300 OVERTIME	133.10	.00	738.86	500.00	(238.86)	147.8
306-312-431-2100 INSURANCE BENEFITS	2,236.04	.00	12,643.72	42,171.00	29,527.28	30.0
306-312-431-2200 TAXES/OTHER	1,174.73	.00	7,837.22	22,235.00	14,397.78	35.3
306-312-431-2300 PERS CONTRIBUTIONS	2,548.35	.00	18,047.75	37,966.00	19,918.25	47.5
306-312-431-2911 CLOTHING ALLOWANCE	.00	.00	.00	400.00	400.00	.0
TOTAL PERSONNEL SERVICES	17,578.48	.00	115,172.30	273,388.00	158,215.70	42.1
MATERIALS & SERVICES:						
306-312-431-3112 CONSULTANT ENGINEER	.00	.00	1,320.00	10,000.00	8,680.00	13.2
306-312-431-4345 CATCH BASIN REPAIR	.00	.00	.00	8,000.00	8,000.00	.0
306-312-431-4362 STORM SYSTEM MAINTENANCE	352.46	.00	1,278.46	25,500.00	24,221.54	5.0
306-312-431-4450 COPIER LEASE & MAINT	6.24	.00	139.71	240.00	100.29	58.2
306-312-431-5300 COMMUNICATIONS	72.28	.00	470.91	1,000.00	529.09	47.1
306-312-431-5800 TRAVEL & TRAINING	.00	.00	.00	5,000.00	5,000.00	.0
306-312-431-5820 MEMBERSHIP DUES & FEES	.00	.00	.00	1,000.00	1,000.00	.0
306-312-431-5902 INTERNAL CHARGE-FACILITIES	1,332.36	.00	7,994.16	15,988.00	7,993.84	50.0
306-312-431-6100 SUPPLIES & SERVICES	206.46	.00	751.06	7,500.00	6,748.94	10.0
306-312-431-6125 SMALL TOOLS	280.56	.00	433.99	5,000.00	4,566.01	8.7
306-312-431-6180 SAFETY SUPPLIES	103.99	.00	103.99	1,500.00	1,396.01	6.9
TOTAL MATERIALS & SERVICES	2,354.35	.00	12,492.28	80,728.00	68,235.72	15.5
CAPITAL:						
306-312-431-7410 EQUIPMENT >\$5K	.00	160,317.03	.00	194,000.00	33,682.97	82.6
306-312-431-7611 DRYWELLS	.00	.00	14,499.99	80,000.00	65,500.01	18.1
306-312-431-7640 FUEL STATION	.00	.00	1,540.00	200,000.00	198,460.00	.8
TOTAL CAPITAL	.00	160,317.03	16,039.99	474,000.00	297,642.98	37.2
TRANSFERS:						
306-312-491-0110 O/H TRANSFER TO GENERAL FUND	4,006.18	.00	24,037.08	48,074.00	24,036.92	50.0
TOTAL TRANSFERS	4,006.18	.00	24,037.08	48,074.00	24,036.92	50.0
TOTAL STORMWATER EXPENDITURES	23,939.01	160,317.03	167,741.65	876,190.00	548,131.32	37.4

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

SEWER UNALLOCATED

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SEWER UNALLOCATED</u>						
	PERSONNEL SERVICES:						
306-313-470-1000	REGULAR SALARIES AND WAGES	1,341.42	.00	8,990.49	19,035.00	10,044.51	47.2
306-313-470-2100	INSURANCE BENEFITS	557.05	.00	3,341.11	7,399.00	4,057.89	45.2
306-313-470-2200	TAXES/OTHER	118.62	.00	754.89	1,587.00	832.11	47.6
306-313-470-2300	PERS CONTRIBUTIONS	307.21	.00	2,058.89	4,062.00	2,003.11	50.7
	TOTAL PERSONNEL SERVICES	2,324.30	.00	15,145.38	32,083.00	16,937.62	47.2
	MATERIALS & SERVICES:						
306-313-470-4500	SEWER BILLING	5,249.80	.00	31,756.95	51,000.00	19,243.05	62.3
306-313-470-5900	FRANCHISE FEE	26,791.96	.00	155,476.53	315,000.00	159,523.47	49.4
	TOTAL MATERIALS & SERVICES	32,041.76	.00	187,233.48	366,000.00	178,766.52	51.2
	OTHER						
306-313-801-8801	CONTINGENCY	.00	.00	.00	154,609.00	154,609.00	.0
306-313-801-8805	RESERVE FOR FUTURE EXPENDITURE	.00	.00	.00	9,447,543.00	9,447,543.00	.0
	TOTAL OTHER	.00	.00	.00	9,602,152.00	9,602,152.00	.0
	TOTAL SEWER UNALLOCATED	34,366.06	.00	202,378.86	10,000,235.00	9,797,856.14	2.0
	TOTAL FUND EXPENDITURES	508,823.08	651,606.81	2,507,210.74	15,737,149.00	12,578,331.45	20.1
	NET REVENUE OVER EXPENDITURES	(81,457.72)	(651,606.81)	(70,988.22)	.00	722,595.03	.0

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

STREETS FUND

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>PROGRAM REVENUES</u>						
202-000-330-0001	STATE HIGHWAY FUND	133,171.14	.00	525,326.67	1,480,000.00	954,673.33	35.5
202-000-330-0010	LOCAL GAS TAX	33,516.05	.00	133,316.15	380,000.00	246,683.85	35.1
202-000-330-0020	COUNTY VEHICLE REGISTRATIONFEE	.00	.00	94,664.58	360,000.00	265,335.42	26.3
202-000-330-0050	FEDERAL FUND EXCHANGE	.00	.00	238,799.00	100,000.00	(138,799.00)	238.8
202-000-340-0003	MISCELLANEOUS FEES	50.00	.00	150.00	250.00	100.00	60.0
202-000-340-0015	STREET MAINTENANCE FEE	51,862.05	.00	306,123.17	600,000.00	293,876.83	51.0
202-000-340-0120	EROSION CONTROL FEES	480.00	.00	6,562.20	29,000.00	22,437.80	22.6
202-000-340-0125	DRIVEWAY/CURB/SIDEWALK INSPECT	200.00	.00	2,600.00	10,000.00	7,400.00	26.0
202-000-340-0130	STREET EXCAVATION/OPENING FEE	.00	.00	625.00	2,000.00	1,375.00	31.3
202-000-340-0140	URBAN FORESTRY PROGRAM REVENUE	.00	.00	10,264.00	25,000.00	14,736.00	41.1
202-000-340-0160	STREET SIGN PROGRAM REVENUE	.00	.00	1,700.75	4,500.00	2,799.25	37.8
202-000-360-0001	MISCELLANEOUS-INCOME	.00	.00	1,440.00	7,000.00	5,560.00	20.6
202-000-360-0002	DAMAGED PROPERTY CLAIM REVENUE	568.80	.00	568.80	500.00	(68.80)	113.8
202-000-361-0001	INTEREST REVENUES	36,287.83	.00	191,058.71	190,000.00	(1,058.71)	100.6
202-000-392-0210	TRANSFER FROM SDC FUND	.00	.00	.00	4,155,000.00	4,155,000.00	.0
202-000-399-0001	CASH CARRYOVER	.00	.00	.00	7,371,941.00	7,371,941.00	.0
	TOTAL PROGRAM REVENUES	256,135.87	.00	1,513,199.03	14,715,191.00	13,201,991.97	10.3
	TOTAL FUND REVENUE	256,135.87	.00	1,513,199.03	14,715,191.00	13,201,991.97	10.3

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

STREETS EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREETS EXPENDITURES</u>						
PERSONNEL SERVICES:						
202-202-431-1000 REGULAR SALARIES AND WAGES	38,399.91	.00	244,270.33	610,878.00	366,607.67	40.0
202-202-431-1250 SEASONAL/TEMP WAGES	18.00	.00	2,358.00	10,228.00	7,870.00	23.1
202-202-431-1300 OVERTIME	1,048.17	.00	7,743.62	12,000.00	4,256.38	64.5
202-202-431-2100 INSURANCE BENEFITS	7,353.02	.00	47,639.16	142,643.00	95,003.84	33.4
202-202-431-2200 TAXES/OTHER	4,168.39	.00	26,530.12	85,064.00	58,533.88	31.2
202-202-431-2300 PERS CONTRIBUTIONS	9,665.05	.00	63,223.51	134,079.00	70,855.49	47.2
202-202-431-2911 CLOTHING ALLOWANCE	.00	.00	1,600.00	3,200.00	1,600.00	50.0
TOTAL PERSONNEL SERVICES	60,652.54	.00	393,364.74	998,092.00	604,727.26	39.4
MATERIALS & SERVICES:						
202-202-431-3112 CONSULTANT ENGINEER	960.00	.00	1,410.00	15,000.00	13,590.00	9.4
202-202-431-3200 PROFESSIONAL SERVICES	175.00	.00	3,597.40	6,000.00	2,402.60	60.0
202-202-431-4320 CURB/SIDEWALK REPAIR	5,498.75	.00	5,498.75	20,000.00	14,501.25	27.5
202-202-431-4340 STREET LIGHTING & MAINT	13,173.77	3,833.00	44,932.39	90,000.00	41,234.61	54.2
202-202-431-4345 STREET MAINTENANCE	.00	.00	10,613.63	62,000.00	51,386.37	17.1
202-202-431-4450 COPIER LEASE & MAINT	21.94	.00	490.84	800.00	309.16	61.4
202-202-431-4500 STREET MAINT BILLING	3,269.74	.00	19,399.64	27,500.00	8,100.36	70.5
202-202-431-4660 STREET SIGNING	318.21	.00	3,346.17	20,000.00	16,653.83	16.7
202-202-431-4680 STREET MARKING & STRIPING	.00	.00	5,178.06	18,000.00	12,821.94	28.8
202-202-431-4690 DAMAGED PROPERTY CLAIM EXPENSE	.00	.00	2,771.00	2,000.00	(771.00)	138.6
202-202-431-5300 COMMUNICATIONS	254.22	.00	1,578.13	2,100.00	521.87	75.2
202-202-431-5800 TRAVEL & TRAINING	.00	.00	.00	6,000.00	6,000.00	.0
202-202-431-5820 MEMBERSHIP DUES & FEES	.00	.00	.00	800.00	800.00	.0
202-202-431-5901 INTERNAL CHARGE-FLEET	8,527.67	.00	51,166.02	102,332.00	51,165.98	50.0
202-202-431-5902 INTERNAL CHARGE-FACILITIES	3,015.53	.00	18,093.18	36,186.00	18,092.82	50.0
202-202-431-5903 INTERNAL CHARGE-TECH SERVICES	2,080.01	.00	12,480.06	24,960.00	12,479.94	50.0
202-202-431-6100 SUPPLIES & SERVICES	737.98	.00	5,721.65	12,000.00	6,278.35	47.7
202-202-431-6120 SMALL TOOLS	1,062.15	.00	1,078.93	7,000.00	5,921.07	15.4
202-202-431-6180 SAFETY SUPPLIES	.00	.00	.00	1,500.00	1,500.00	.0
202-202-431-6192 URBAN FORESTRY PROGRAM	.00	.00	597.00	15,000.00	14,403.00	4.0
202-202-431-6200 UTILITIES	448.57	.00	2,241.98	5,600.00	3,358.02	40.0
TOTAL MATERIALS & SERVICES	39,543.54	3,833.00	190,194.83	474,778.00	280,750.17	40.9
OTHER						
202-202-431-8800 STREETS CONTINGENCY	.00	.00	.00	73,539.00	73,539.00	.0
202-202-431-8820 RESTRICTED FOR FUTURE ST MAINT	.00	.00	.00	919,715.00	919,715.00	.0
TOTAL OTHER	.00	.00	.00	993,254.00	993,254.00	.0

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

STREETS EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
CAPITAL:						
202-202-431-7410 EQUIPMENT	.00	282,723.81	7,762.31	.00	(290,486.12)	.0
202-202-431-7614 STREET MAINT FEE PROJECTS	.00	.00	21,574.94	100,000.00	78,425.06	21.6
202-202-431-7626 N LOCUST NE 4TH-NE 10TH IMPROV	.00	.00	13,880.00	.00	(13,880.00)	.0
202-202-431-7627 S IVY SIDEWALK/OVERLAY PROJECT	23,178.25	.00	66,736.61	1,900,000.00	1,833,263.39	3.5
202-202-431-7629 INDUSTRIAL PARK TO 99E	.00	.00	105,841.20	3,000,000.00	2,894,158.80	3.5
202-202-431-7630 NE 10TH AVE LOCUST TO PINE	6,090.00	142,470.00	16,530.00	1,900,000.00	1,741,000.00	8.4
202-202-431-7632 N PINE ST REALIGNMENT	13,500.00	68,940.00	21,060.00	850,000.00	760,000.00	10.6
202-202-431-7633 NE TERRITORIAL/REDWOOD IMPROVE	500.00	.00	8,463.54	.00	(8,463.54)	.0
202-202-431-7635 CHARGING STATION	.00	.00	.00	150,000.00	150,000.00	.0
202-202-431-7640 FUEL STATION	.00	.00	1,540.00	200,000.00	198,460.00	.8
TOTAL CAPITAL	43,268.25	494,133.81	263,388.60	8,100,000.00	7,342,477.59	9.4
TRANSFERS:						
202-202-491-0110 O/H TRANSFER TO GENERAL FUND	16,111.06	.00	96,666.36	193,333.00	96,666.64	50.0
TOTAL TRANSFERS	16,111.06	.00	96,666.36	193,333.00	96,666.64	50.0
TOTAL STREETS EXPENDITURES	159,575.39	497,966.81	943,614.53	10,759,457.00	9,317,875.66	13.4
TOTAL FUND EXPENDITURES	159,575.39	497,966.81	943,614.53	10,759,457.00	9,317,875.66	13.4
NET REVENUE OVER EXPENDITURES	96,560.48	(497,966.81)	569,584.50	3,955,734.00	3,884,116.31	1.8

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

SWIM CENTER LEVY

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>PROGRAM REVENUE</u>						
275-000-311-0030	PROPERTY TAX LEVY	199,102.15	.00	963,821.77	1,018,008.00	54,186.23	94.7
275-000-311-0040	PROPERTY TAX - PRIOR	228.02	.00	9,751.56	10,000.00	248.44	97.5
275-000-340-0001	POOL REVENUE	10,100.00	.00	54,712.70	150,000.00	95,287.30	36.5
275-000-361-0001	INTEREST REVENUES	9,959.20	.00	42,620.33	50,000.00	7,379.67	85.2
275-000-399-0001	CASH CARRYOVER	.00	.00	.00	1,765,200.00	1,765,200.00	.0
	TOTAL PROGRAM REVENUE	219,389.37	.00	1,070,906.36	2,993,208.00	1,922,301.64	35.8
	TOTAL FUND REVENUE	219,389.37	.00	1,070,906.36	2,993,208.00	1,922,301.64	35.8

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

SWIM CENTER EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SWIM CENTER EXPENDITURES</u>						
PERSONNEL SERVICES:						
275-275-455-1000	REGULAR SALARIES AND WAGES	34,882.14	.00	253,490.32	468,945.00	215,454.68 54.1
275-275-455-1151	SWIM PROGRAM COORDINATOR	.00	.00	3,781.33	.00 (3,781.33)	.0
275-275-455-1221	GUARDS & INSTRUCTORS	.00	.00	3,207.75	.00 (3,207.75)	.0
275-275-455-1300	OVERTIME	.00	.00	2,105.27	10,000.00	7,894.73 21.1
275-275-455-2100	INSURANCE BENEFITS	7,639.23	.00	45,868.05	102,179.00	56,310.95 44.9
275-275-455-2200	TAXES/OTHER	3,648.85	.00	27,319.79	56,230.00	28,910.21 48.6
275-275-455-2300	PERS CONTRIBUTIONS	6,880.07	.00	46,173.74	80,106.00	33,932.26 57.6
TOTAL PERSONNEL SERVICES		53,050.29	.00	381,946.25	717,460.00	335,513.75 53.2
MATERIALS & SERVICES:						
275-275-455-4300	BLDG MAINTENANCE	.00	18,614.00	926.03	51,000.00	31,459.97 38.3
275-275-455-4410	GROUND LEASE	2,333.34	6,999.98	7,000.02	14,000.00	.00 100.0
275-275-455-4450	COPIER LEASE & MAINT	.00	.00	.00	350.00	350.00 .0
275-275-455-5400	ADVERTISING & MARKETING	518.00	.00	638.00	5,000.00	4,362.00 12.8
275-275-455-5800	TRAINING & TRAVEL	126.00	.00	2,387.14	5,000.00	2,612.86 47.7
275-275-455-5903	INTERNAL CHARGE-TECH SERVICES	895.13	.00	5,370.78	10,742.00	5,371.22 50.0
275-275-455-6100	SUPPLIES & SERVICES	124.04	89.85	5,263.69	23,000.00	17,646.46 23.3
275-275-455-6101	BANK CHARGES	364.90	.00	3,068.50	6,500.00	3,431.50 47.2
275-275-455-6110	POOL CHEMICALS	.00	.00	3,494.35	14,000.00	10,505.65 25.0
275-275-455-6120	JANITORIAL SUPPLIES	273.36	.00	2,493.65	6,000.00	3,506.35 41.6
275-275-455-6130	POOL CONCESSION PURCHASES	.00	.00	529.80	3,000.00	2,470.20 17.7
275-275-455-6200	UTILITY - GAS	3,286.88	.00	13,076.64	35,000.00	21,923.36 37.4
275-275-455-6210	UTILITY - WATER	261.53	.00	2,091.08	5,000.00	2,908.92 41.8
275-275-455-6220	UTILITY - ELECTRIC	1,056.58	.00	4,985.84	12,000.00	7,014.16 41.6
TOTAL MATERIALS & SERVICES		9,239.76	25,703.83	51,325.52	190,592.00	113,562.65 40.4
OTHER						
275-275-801-8801	CONTINGENCY	.00	.00	.00	45,403.00	45,403.00 .0
275-275-801-8805	RESERVE FOR FUTURE EXPENDITURE	.00	.00	.00	1,869,445.00	1,869,445.00 .0
TOTAL OTHER		.00	.00	.00	1,914,848.00	1,914,848.00 .0
CAPITAL:						
275-275-455-7200	BLDG IMPROVEMENTS >\$5K	.00	2,277.00	5,940.00	12,000.00	3,783.00 68.5
TOTAL CAPITAL		.00	2,277.00	5,940.00	12,000.00	3,783.00 68.5
TRANSFERS:						
275-275-491-0110	O/H TO GENERAL FUND	13,192.30	.00	79,153.80	158,308.00	79,154.20 50.0
TOTAL TRANSFERS		13,192.30	.00	79,153.80	158,308.00	79,154.20 50.0
TOTAL SWIM CENTER EXPENDITURES		75,482.35	27,980.83	518,365.57	2,993,208.00	2,446,861.60 18.3
TOTAL FUND EXPENDITURES		75,482.35	27,980.83	518,365.57	2,993,208.00	2,446,861.60 18.3

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

{SEGTITLE[D DEPARTMENT]}

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	143,907.02	(27,980.83)	552,540.79	.00	(524,559.96)	.0

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

IT FUND

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>PROGRAM REVENUES</u>						
231-000-361-0001	INTEREST REVENUES	683.34	.00	5,381.27	2,500.00	(2,881.27)	215.3
231-000-399-0001	CASH CARRYOVER	.00	.00	.00	173,935.00	173,935.00	.0
	TOTAL PROGRAM REVENUES	683.34	.00	5,381.27	176,435.00	171,053.73	3.1
	<u>OPERATIONAL REVENUE</u>						
231-001-341-0001	INTERNAL REVENUE-TECH SERVICES	38,333.33	.00	229,999.98	460,000.00	230,000.02	50.0
	TOTAL OPERATIONAL REVENUE	38,333.33	.00	229,999.98	460,000.00	230,000.02	50.0
	TOTAL FUND REVENUE	39,016.67	.00	235,381.25	636,435.00	401,053.75	37.0

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

TECH SERVICE EXPENDITURES

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TECH SERVICE EXPENDITURES</u>							
PERSONNEL SERVICES:							
231-231-457-1000	REGULAR SALARIES AND WAGES	.00	.00	3,327.22	204,005.00	200,677.78	1.6
231-231-457-2100	INSURANCE BENEFITS	.00	.00	425.35	44,527.00	44,101.65	1.0
231-231-457-2200	TAXES/OTHER	.00	.00	297.98	17,224.00	16,926.02	1.7
231-231-457-2300	PERS CONTRIBUTIONS	.00	.00	537.85	44,145.00	43,607.15	1.2
	TOTAL PERSONNEL SERVICES	.00	.00	4,588.40	309,901.00	305,312.60	1.5
MATERIALS & SERVICES:							
231-231-457-3410	TECHNICAL CONSULTANT	562.50	.00	562.50	30,000.00	29,437.50	1.9
231-231-457-4450	COPIER LEASE & MAINT	13.28	.00	354.95	2,100.00	1,745.05	16.9
231-231-457-5300	COMMUNICATIONS	5,995.86	.00	35,676.90	74,283.00	38,606.10	48.0
231-231-457-5320	WEB PAGE	.00	.00	.00	7,500.00	7,500.00	.0
231-231-457-5800	TRAVEL & TRAINING	.00	.00	.00	6,000.00	6,000.00	.0
231-231-457-5820	FEES & DUES	1,373.50	305.33	19,223.47	80,112.00	60,583.20	24.4
231-231-457-5902	INTERNAL CHARGE-FACILITIES	314.15	.00	1,884.90	3,770.00	1,885.10	50.0
231-231-457-5903	INTERNAL CHARGE-FLEET	512.83	.00	3,076.98	6,154.00	3,077.02	50.0
231-231-457-6100	SUPPLIES & SERVICES	29,417.53	30,668.75	172,039.07	10,950.00	(191,757.82)	1851.2
231-231-457-6120	COMPUTER EQUIPMENT	3,403.02	.00	3,403.02	24,000.00	20,596.98	14.2
	TOTAL MATERIALS & SERVICES	41,592.67	30,974.08	236,221.79	244,869.00	(22,326.87)	109.1
OTHER							
231-231-457-8800	CONTINGENCY	.00	.00	.00	27,739.00	27,739.00	.0
231-231-801-8805	RESERVE FOR FUTURE EXPENDITURE	.00	.00	.00	3,927.00	3,927.00	.0
	TOTAL OTHER	.00	.00	.00	31,666.00	31,666.00	.0
	TOTAL TECH SERVICE EXPENDITURES	41,592.67	30,974.08	240,810.19	586,436.00	314,651.73	46.4

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

TECH RESERVE

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TECH RESERVE</u>						
CAPITAL:						
231-232-457-7450 COMPUTER EQUIPMENT >\$5000	.00	29,026.62	4,240.40	50,000.00	16,732.98	66.5
TOTAL CAPITAL	.00	29,026.62	4,240.40	50,000.00	16,732.98	66.5
TOTAL TECH RESERVE	.00	29,026.62	4,240.40	50,000.00	16,732.98	66.5
TOTAL FUND EXPENDITURES	41,592.67	60,000.70	245,050.59	636,436.00	331,384.71	47.9
NET REVENUE OVER EXPENDITURES	(2,576.00)	(60,000.70)	(9,669.34)	(1.00)	69,669.04	(69670

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

TRANSIT FUND

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>PROGRAM REVENUES</u>						
240-000-334-0111	GRANT - 5311	.00	.00	101,976.00	333,864.00	231,888.00	30.5
240-000-334-0122	GRANT - CAPITAL	.00	.00	65,560.00	94,407.00	28,847.00	69.4
240-000-334-0124	GRANT - OPERATING	.00	.00	.00	90,161.00	90,161.00	.0
240-000-334-0126	STIF FORMULA FUNDS	.00	.00	367,414.33	722,665.00	355,250.67	50.8
240-000-340-0010	TRANSIT ER PAYROLL TAX	13,062.94	.00	510,621.17	2,065,325.00	1,554,703.83	24.7
240-000-340-0020	PAYROLL TAX PENALTIES & INT	3,168.21	.00	8,539.79	8,000.00	(539.79)	106.8
240-000-340-0070	FARES	3,899.50	.00	22,759.33	60,000.00	37,240.67	37.9
240-000-360-0001	MISCELLANEOUS-INCOME	.00	.00	425.53	2,000.00	1,574.47	21.3
240-000-361-0001	INTEREST REVENUES	13,341.84	.00	69,770.97	69,000.00	(770.97)	101.1
240-000-361-0002	STIF INTEREST	1,944.11	.00	9,805.29	8,000.00	(1,805.29)	122.6
240-000-399-0001	CASH CARRYOVER	.00	.00	.00	3,591,417.00	3,591,417.00	.0
	<u>TOTAL PROGRAM REVENUES</u>	<u>35,416.60</u>	<u>.00</u>	<u>1,156,872.41</u>	<u>7,044,839.00</u>	<u>5,887,966.59</u>	<u>16.4</u>
	<u>TOTAL FUND REVENUE</u>	<u>35,416.60</u>	<u>.00</u>	<u>1,156,872.41</u>	<u>7,044,839.00</u>	<u>5,887,966.59</u>	<u>16.4</u>

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

TRANSIT EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSIT EXPENDITURES</u>						
PERSONNEL SERVICES:						
240-240-466-1000 REGULAR SALARIES AND WAGES	17,984.43	.00	117,967.39	245,959.00	127,991.61	48.0
240-240-466-1300 OVERTIME	624.96	.00	2,711.72	4,000.00	1,288.28	67.8
240-240-466-2100 INSURANCE BENEFITS	3,018.68	.00	18,102.72	77,079.00	58,976.28	23.5
240-240-466-2200 TAXES/OTHER	1,740.35	.00	11,165.56	21,113.00	9,947.44	52.9
240-240-466-2300 PERS CONTRIBUTIONS	4,262.13	.00	27,655.89	53,712.00	26,056.11	51.5
TOTAL PERSONNEL SERVICES	27,630.55	.00	177,603.28	401,863.00	224,259.72	44.2
MATERIALS & SERVICES:						
240-240-466-3200 PROF/TECH SERVICES	.00	199,809.00	15,000.00	260,000.00	45,191.00	82.6
240-240-466-3300 CONTRACT SERVICES	136,996.58	998,587.76	664,431.09	1,751,520.00	88,501.15	95.0
240-240-466-4330 TRANSIT FACILITIES MAINTENANCE	488.86	.00	7,340.34	12,600.00	5,259.66	58.3
240-240-466-4332 SPACE LEASE	7,211.00	21,633.00	21,633.00	55,928.00	12,662.00	77.4
240-240-466-4342 VEHICLE MAINTENANCE	.00	.00	560.66	1,500.00	939.34	37.4
240-240-466-4450 COPIER LEASE & MAINT (250.00)	.00	395.67	7,000.00	6,604.33	5.7
240-240-466-5300 COMMUNICATIONS	491.36	2,112.00	2,729.94	11,172.00	6,330.06	43.3
240-240-466-5400 MARKETING	600.00	.00	4,428.92	11,100.00	6,671.08	39.9
240-240-466-5500 PRINTING	.00	.00	2,260.48	6,200.00	3,939.52	36.5
240-240-466-5800 TRAVEL & TRAINING	.00	.00	25.00	5,500.00	5,475.00	.5
240-240-466-5820 MEMBERSHIP DUES & FEES	1,030.00	.00	16,017.75	29,467.00	13,449.25	54.4
240-240-466-5901 INTERNAL CHARGE-FLEET	31,813.33	.00	190,879.98	381,760.00	190,880.02	50.0
240-240-466-5902 INTERNAL CHARGE-FACILITIES	698.12	.00	4,188.72	8,377.00	4,188.28	50.0
240-240-466-5903 INTERNAL CHARGE-TECH SERVICES	2,571.88	.00	15,431.28	30,863.00	15,431.72	50.0
240-240-466-6100 SUPPLIES & SERVICES	386.79	.00	2,132.67	12,600.00	10,467.33	16.9
240-240-466-6105 TAX COLLECTION SERVICES & SUPP	.00	.00	2,467.30	3,200.00	732.70	77.1
TOTAL MATERIALS & SERVICES	182,037.92	1,222,141.76	949,922.80	2,588,787.00	416,722.44	83.9
OTHER						
240-240-801-8801 CONTINGENCY	.00	.00	.00	149,344.00	149,344.00	.0
240-240-801-8805 RESERVE FOR FUTURE EXPENDITURE	.00	.00	.00	1,881,955.00	1,881,955.00	.0
TOTAL OTHER	.00	.00	.00	2,031,299.00	2,031,299.00	.0
CAPITAL:						
240-240-466-7300 TRANSIT PROJECTS	.00	.00	.00	130,000.00	130,000.00	.0
240-240-466-7430 BUS SHELTERS	.00	.00	.00	132,000.00	132,000.00	.0
240-240-466-7431 NEW TRANSIT OFFICE	.00	.00	.00	1,500,000.00	1,500,000.00	.0
TOTAL CAPITAL	.00	.00	.00	1,762,000.00	1,762,000.00	.0
TRANSFERS:						
240-240-491-0110 O/H TO GENERAL FUND	21,740.83	.00	130,444.98	260,890.00	130,445.02	50.0
TOTAL TRANSFERS	21,740.83	.00	130,444.98	260,890.00	130,445.02	50.0
TOTAL TRANSIT EXPENDITURES	231,409.30	1,222,141.76	1,257,971.06	7,044,839.00	4,564,726.18	35.2

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

{SEGTITLE[D DEPARTMENT]}						
	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUND EXPENDITURES	231,409.30	1,222,141.76	1,257,971.06	7,044,839.00	4,564,726.18	35.2
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET REVENUE OVER EXPENDITURES	(195,992.70)	(1,222,141.76)	(101,098.65)	.00	1,323,240.41	.0
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

URBAN RENEWAL GENERAL FUND

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>URD PROGRAM REVENUE</u>						
280-000-361-0001	INTEREST REVENUE	216.58	.00	1,506.55	1,750.00	243.45	86.1
280-000-391-0283	OP TRANSFER IN FROM UR DEBT	43,091.86	.00	282,329.12	700,000.00	417,670.88	40.3
	TOTAL URD PROGRAM REVENUE	43,308.44	.00	283,835.67	701,750.00	417,914.33	40.5
	TOTAL FUND REVENUE	43,308.44	.00	283,835.67	701,750.00	417,914.33	40.5

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

URD EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>URD EXPENDITURES</u>						
MATERIALS & SERVICES:						
280-280-463-3250 MAT & SVC CONTRACT	40.01	20.17	1,803.80	10,000.00	8,176.03	18.2
280-280-463-3270 DUE TO ECONOMIC DEVELOPMENT	38,775.31	.00	230,343.12	425,000.00	194,656.88	54.2
280-280-463-6372 BEAUTIFICATION & MARKETING	351.00	.00	351.00	25,000.00	24,649.00	1.4
280-280-463-6373 FACADE IMPROVEMENT PROGRAM	.00	.00	.00	75,000.00	75,000.00	.0
TOTAL MATERIALS & SERVICES	39,166.32	20.17	232,497.92	535,000.00	302,481.91	43.5
OTHER						
280-280-463-8800 CONTINGENCY	.00	.00	.00	16,750.00	16,750.00	.0
TOTAL OTHER	.00	.00	.00	16,750.00	16,750.00	.0
CAPITAL:						
280-280-463-7612 WAIT AND COMMUNITY PARK	3,937.25	435,279.15	47,707.95	100,000.00	(382,987.10)	483.0
280-280-463-7615 MURAL PROGRAM	.00	.00	.00	50,000.00	50,000.00	.0
280-280-463-7616 HWY 99 LOGGING BRIDGE	.00	322,624.00	.00	.00	(322,624.00)	.0
TOTAL CAPITAL	3,937.25	757,903.15	47,707.95	150,000.00	(655,611.10)	537.1
TOTAL URD EXPENDITURES	43,103.57	757,923.32	280,205.87	701,750.00	(336,379.19)	147.9
TOTAL FUND EXPENDITURES	43,103.57	757,923.32	280,205.87	701,750.00	(336,379.19)	147.9
NET REVENUE OVER EXPENDITURES	204.87	(757,923.32)	3,629.80	.00	754,293.52	.0



City of Canby Bi-Monthly Report
Department: Fleet
For Months of: November & December 2023

To: The Honorable Mayor Hodson & City Council
 From: Robert Stricker, Lead Mechanic
 Prepared by: Same as above
 Through: Eileen Stein, City Administrator
 Date: 1/18/2024

Nov-23

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	3	\$637.50	\$617.06	\$251.13	\$1,505.69
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Facilities	0	\$0.00	\$0.00	\$226.79	\$226.79
Wastewater Collections	0	\$0.00	\$0.00	\$0.00	\$0.00
Wastewater Treatment	2	\$114.08	\$8.15	\$0.00	\$122.23
Parks	4	\$726.00	\$486.91	\$995.76	\$2,208.67
Police	9	\$1,163.87	\$855.74	\$5,530.22	\$7,549.83
Streets	15	\$2,391.83	\$761.37	\$2,752.60	\$5,905.80
Fleet Services	1	\$884.68	\$884.68	\$56.95	\$1,826.31
Canby Area Transit (CAT)	32	\$5,532.27	\$6,403.72	\$11,502.37	\$23,438.36
Total	66	Total			\$42,783.68

Dec-23

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	0	\$0.00	\$0.00	\$436.30	\$436.30
Facilities	0	\$0.00	\$0.00	\$55.44	\$55.44
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Wastewater Collections	2	\$127.19	\$375.54	\$176.82	\$679.55
Wastewater Treatment	1	\$16.59	\$11.72	\$96.39	\$124.70
Parks	4	\$1,130.04	\$583.12	\$905.74	\$2,618.90
Police	8	\$2,105.70	\$1,063.33	\$5,473.69	\$8,642.72
Streets	4	\$133.83	\$638.57	\$1,808.30	\$2,580.70
Fleet Services	1	\$11.06	\$5.29	\$125.87	\$142.22
Canby Area Transit (CAT)	28	\$3,041.36	\$1,891.76	\$10,284.65	\$15,217.77
Total	48	Total			\$30,498.30



City of Canby Bi-Monthly Report
Department: IT
For Months of: November & December 2023

To: The Honorable Mayor Hodson & City Council
From: Chris Caruso, Network Administrator
Prepared by: Same as above
Through: Eileen Stein, City Administrator
Date: 1/18/2024

November 2023

- Tickets
 - 48 Tickets completed.
- Highlights
 - Finished printer deployments in Finance, Admin and Planning.
 - Resolved scan to email issues related to security certificates.
 - Worked with Wastewater Management on Tosibox installations.
 - Installed remote access device with Delta AV for remote support.
 - Finished NAS rebuild at CPD for data backups.
 - Established contact with Netmotion regarding our remote access software.
 - Begin A/V video system deployment at police department.
 - Preparation of all old computer equipment from Police department, public Works and city hall for recycle.
 - Resolved Library analytics statistics with Marissa in library.
 - Worked with Spencer at WWTP to resolve software issues.
 - Configured the new Circulation Desk for the library.

December 2023

- Tickets
 - 70 completed.
- Highlights
 - Provide wifi stats to library.

- Met with Drew Warren @ Verkada and Jerry Nelzen for camera setups.
- Meeting with Kaseya to discuss the products we are currently purchasing from them and training moving forward.
- Met with Garden and confirmed 4 pallets of computer equipment were picked up for recycle.
- Met with Nicholas Harris from State Police to conduct CJIS Audit.
- Meeting with Klasstec to resolve audio/video issues in courtroom.



City of Canby Bi-Monthly Report
Department: Library
For Months of: November & December 2023







To: The Honorable Mayor Hodson & City Council
From: Marisa Ely, Library Director
Prepared by: Same as above
Through: Eileen Stein, City Administrator
Date: 1/18/2024

Usage Metrics Overview



CANBY PUBLIC LIBRARY

NOV/DEC '23 SNAPSHOT

Items added to the collection - 947		Items checked in 40,018
Holds filled 8,095		 New cards 222
Digital checkouts 7,312		Room reservations 174
Physical checkouts 38,516		 Adult events - 16 Participants - 189
Customer interactions - 1,700		Children's events - 46 Participants - 1,119
Visitors 15,124		 Teen events - 6 Participants - 42

Staff

- The library hired two new on-call library assistants, Mike and Maria. They will start in January.
- Library staff celebrated a year of challenges and triumphs at our holiday staff meeting in December, and we just wanted to say *thank you* to Mayor Hodson, City Council, all Canby city staff, our volunteers, and our patrons. We couldn't have done any of what we do without you!



[Pictured: The small, but mighty, library team!]

Spaces

- We recently combined our Accounts Desk and Information Desk into the “Public Services Desk” to better serve our patrons at one location. Patrons can get help from a library staff member on either side of the desk, which is conveniently located in the center of the library. Any and all questions about books, printing, library accounts, and more can be answered at our central desk.



[Pictured: The new combined Public Services Desk]

Collections

- Our New Juvenile Fiction, Nonfiction, and Comic books moved to the beginning of their collection areas to draw attention to those collections, in addition to drawing attention to our new Young Teen area!



[Pictured: New Juvenile Comics in their new location]



[Pictured: New Juvenile Fiction & Nonfiction in their new locations]

- Children's audiobooks were relocated to their own shelving unit near the Juvenile Comics. And OBOB (Oregon Battle of the Books) books were relocated near the Juvenile Fiction collection to draw attention to the collections around the OBOB books.



[Pictured: Children's audiobooks in their new location]



[Pictured: OBOB books in their new location]

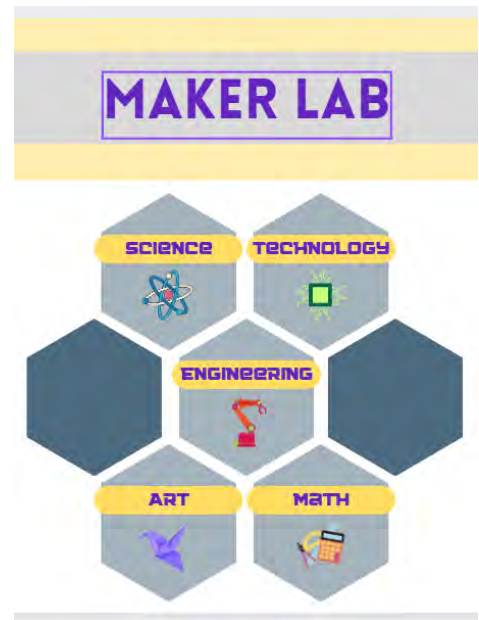
- Both the Children's World Language and Holiday books were moved to their own unit between the Juvenile DVDs/Blu-rays and Early Reader collections.



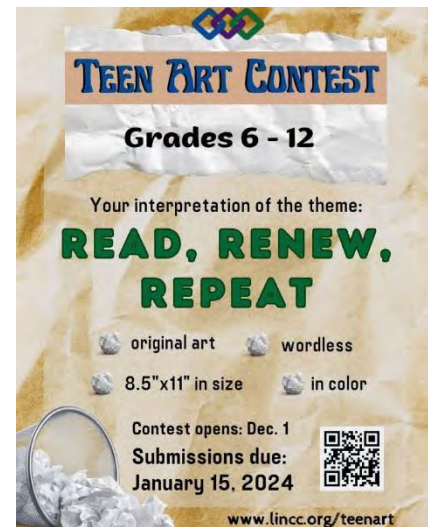
[Pictured: (Left) Children's World Language & Holiday books in their new location; (Right) World Language collection]

General News

- Marisa Ely, Library Director, and Phillip Yocham, Children's Librarian, joined by Amber Quinn, Library Manager, presented at the Kiwanis Foundation lunch on December 11th. Marisa gave an overview of what the library has been doing the past year, in addition to providing a picture of our future vision for the library. Phillip presented on his idea to turn the Makerspace room (in the back of the library) into a "Maker Lab" for Canby youth. Phillip provided the Kiwanis Foundation with a request to help fund this new Science, Technology, Engineering, Art, & Mathematics programming, which is what the Maker Lab is all about!



- The LINCC Teen Art Contest is under way. A Canby teen has not won 1st place yet, but we have placed several different years in the past, in addition to receiving honorable mentions every year!
- The library now has a Large Print keyboard available for in-library use.



- The library's Winter Reading Program, for all ages, began on December 2nd. Each participant can complete the Bingo card and Reading challenges to be entered into a prize drawing! All finishers receive a \$5 fine voucher! The last day to turn in completed Bingo cards is February 29th. And to promote the program, the Canby High School Art Club painted a beautiful winter mural on the outside of the Children's Storygarden window.



- After many patrons asked where the old map of Canby went during the move from the old library building to the new library building (where the map was originally located), the map was found! The old Canby map is now hanging up in the new library building, near the Oregon Heritage collection. Patrons enjoy trying to locate their home and other familiar spots on the map. (A huge thank you to Public Works staff for allowing us to reunite with the beloved map and for putting it up too. Library staff and patrons appreciate it!)



- Programming:

Age Group	Program/Event
Children	Paws for Reading
	Arts, Crafts, and Coloring
	Family Storytime
	Lego Play
	Dance Party
	Maker Lab
	Minecraft Club
	Holiday Crafting Workshops
	Day of the Dead Events
Totals: 46 events / 1,119 participants	
Teen	Dungeons & Dragons
	Young Teen Crafting
Totals: 6 events / 42 participants	
Adult	Book Club
	Knit & Stitch Group
	WWII History Presentation: Aztec Eagles
	Fused Glass Ornament Making
	Author Visit: Kimila Kay
	Holiday Wreath & Swag Making Crafts
	Music in the Stacks
Totals: 16 events / 189 participants	



Upcoming Events & News

- *Tech Talk Tuesday* events: 10:30-11:30am
 - *Libby Mobile App*: 1/9/24
 - *LINCC Websites* (online catalog, Cultural Pass Express etc.): 1/23/24
 - *Gmail Basics*: 2/6/24
 - *Google Docs*: 2/20/23
- *Young Teen Crafts* (ages 10-14): 2nd Tuesday of each month, from 4-5:30pm
- *Bayocean: the Resort that Fell into the Sea*, presented by Jerry Sutherland: 2/3/24 at 3pm
- *Music in the Stacks* comedy performance by Mark & Helena Greathouse and 2024 Canby Reads book giveaway of *Klara and the Sun* by Kazuo Ishiguro begins: 2/14/24

TECH TALKS

January 9th & 23rd
February 6th & 20th
10:30am - 11:30am
in the Magnolia Room

1

LIBBY MOBILE APP

Tuesday, January 9th

Get the Libby app and start enjoying digital content today!

2

LINCC WEBSITES

Tuesday, January 23rd

Search the online catalog, get cultural passes, and explore the full suite of online information available through LINCC.

3

EMAIL BASICS

Tuesday, February 6th

Set-up a Google Gmail email account, send, receive, manage, & attachments.

4

GOOGLE DOCS

Tuesday, February 20th

Learn how to create a document, edit, format, and share work with others.

REGISTER BY CALLING
503-266-3394

Canby Public Library LINCC.ORG

CANBY PUBLIC LIBRARY

YEARLY SNAPSHOT COMPARISON

2022

2023

Total Visitors	79,330	94,378	↑
Items added to the collection	6,089	6,565	↑
Holds filled	56,485	55,340**	↓
Digital checkouts	32,832	39,752	↑
Items checked in	246,872	255,359	↑
New cards	1,182	1,355	↑
Physical checkouts	178,034	241,752	↑
Reference questions	10,440	11,940	↑



** This number is lower due to the increased amount of patrons browsing & checking out rather than putting everything on hold!



City of Canby Bi-Monthly Report
Department: Parks
For Months of: November & December 2023

To: The Honorable Mayor Hodson & City Council
From: Jeff Snyder, Public Works Supervisor
Prepared by: Ken Daniels, Parks Maintenance Lead
Through: Eileen Stein, City Administrator
Date: 1/18/2024

Park Renovations

New restrooms were delivered to Community Park. Pruning of trees were done by parks staff to clear the way for restroom to get to their final resting spots. The project is on track at this time.

The Parks Department designed and installed the holiday lights on 1st Ave., 2nd Ave., Plaza and Wait Park for the "Light up the Night Event."

Park Maintenance

Staff has been busy keeping the parks clean. Leaf removal has been performed over the last couple months.

The Parks Department spent 7.0 hrs. addressing graffiti and vandalism over the last two months. Recently a CCTV Camera was installed at Locust Street Park which has had an impact in reducing vandalism. Maintenance was performed at the 36 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, Beck Pond, Community Park (River), CPIP sign, Disc Golf Park, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Ivy Ridge land, Klohe Fountain, Knights Bridge right of way, Legacy Park, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, NW 1st Ave., NW 2nd Ave., Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Timber Park, Territorial Estates Future CLC Park, Transit Bus Stop, Triangle Park, Wait Park, Willow Creek Wetlands (19th Loop), WWTP property and Zion Cemetery.

Meetings Attended

Attended Park and Recreation board meetings.

Zion Cemetery

At the cemetery, mowing and debris cleanup has occupied staff's time. Floral decoration cleanup, building maintenance issues and sexton duties were addressed as needed. Irrigation issues and adjustments were addressed as found.

For your Information

Please see attached park maintenance actual hours for the months of November and December 2023. Hours are based on number of employees (each day) x 7.5.



Photo of Wait Park gazebo after holiday light installation.



Photo of restroom delivery located at Canby Community Park.

Parks Department	November 2023 Actual Hours																															Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Adult Center																1.5																1.5
Arneson Gardens	0.5	0.5	1.0			0.5			0.5				1.5		0.5	0.5						1.0						4.0			0.5	11.5
Baker Prairie Cem.		0.5																											3.5	3.0		7.0
Beck Pond		0.5	0.5										0.5				0.5											3.0			0.5	5.5
Community Park	2.0	2.5	3.0			2.5		1.0	8.0				4.0	1.0	9.0		2.0				2.0		4.5					2.5	6.0	10.5	3.0	63.5
CPIP Sign Property			0.5																													0.5
Disc Golf Course																																0.0
Eco Park	0.5		0.5			1.0		0.5					1.0		1.0		0.5				3.0							0.5	1.5		0.5	10.5
Faist V (5)																														0.5		0.5
Holly-Territorial Sign			0.5																									0.5				1.0
Hulberts-sign property																																0.0
Ivy Ridge		0.5	0.5			1.0											0.5											0.5			0.5	3.5
Klohe Fountain		0.5	0.5										1.5		1.0		1.0											0.5			0.5	5.5
Knights Brdg.																																0.0
Legacy Park	2.0	1.0	6.5			5.0		0.5	4.0				4.0	1.0	3.0						2.0		3.0					2.0	1.0		3.0	38.0
S. Locust Park	1.0	1.0	1.0			2.0		1.0	0.5				1.0	1.0	0.5	7.5	6.0			1.5	1.0	2.0						1.0			3.0	31.0
Logging Rd. Path	5.0	1.0	2.0			2.0	5.0						6.5		1.0		3.0				5.0	0.5	1.0					1.0	6.0		3.0	42.0
Fish Eddy-Log Boom			0.5			1.0										1.0	0.5				0.5		1.0					0.5				5.0
Maple St. Park	2.0	10.0	5.0			2.0		1.5	6.5				2.0	1.0		1.0	1.0				2.0	7.5	2.0					1.0	3.0		3.0	50.5
19th Loop																																0.0
Northwood Park		1.0	0.5						0.5				0.5		0.5	4.5	0.5				0.5		0.5					0.5			0.5	10.0
Street Landscaping	15.0		15.0			15.0	15.0	15.0	15.0							20.0	1.0													0.5	15.0	126.5
Storm/Collect mow																																0.0
Police Department																																0.0
Simnitt Property																																0.0
Skate Park		0.5	0.5			4.0			0.5				0.5		0.5		0.5				0.5											7.5
Shops/tools-trucks	2.0		2.0			2.0							1.5		2.0		1.0				2.0	1.0	7.5							4.0	25.0	
Swim Center																																0.0
Territorial-CLC Prop.																																0.0
Timber Park	1.5	0.5	1.0			1.0		0.5					1.5	1.0	2.0	1.0	1.0				1.0		2.0					2.0	1.0		2.0	19.0
Transit Bus stop	1.5	1.0	1.0			2.0		1.0					1.0					1.0					1.0					1.0	1.0		1.0	12.5
Triangle Park																	1.5															1.5
Wait Park	3.5	16.0	2.0			6.0	15.5	15.0	2.0				16.0	40.0	14.0	15.0	17.0				25.0	35.0	17.0					29.0	19.0	36.5	2.0	325.5
Veterans Memorial	1.0	0.5	0.5										1.0			0.5																3.5
WWTP property																																

Parks Department	December 2023 Actual Hours																															Total	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Adult Center												9.0																				9.0	
Arneson Gardens	0.5										0.5	4.0			1.0			0.5	1.0	0.5		1.0					0.5		1.0			10.5	
Baker Prairie Cem.																						1.0										1.0	
Beck Pond											0.5	1.5	1.0					0.5		0.5							0.5		0.5			5.0	
Community Park	2.0			5.5	3.5	2.0	5.0	6.0			3.0	1.0		14.5	30.0			5.5	18.0	5.0	30.0	2.0					13.0	18.0	2.0			166.0	
CPIP Sign Property																																0.0	
Disc Golf Course																																0.0	
Eco Park	0.5			0.5	1.0	0.5					0.5							6.0	1.0	2.0		1.0					1.0		0.5			14.5	
Faist V (5)																																0.0	
Holly-Territorial Sign												3.0						0.5				1.0							0.5			5.0	
Hulberts-sign property																						0.5					0.5					1.0	
Ivy Ridge												1.5						0.5		0.5												2.5	
Klohe Fountain																																0.0	
Knights Brdg.																						0.5										0.5	
Legacy Park	2.0			2.0	3.0	0.5	39.5	25.0			6.5	2.0	2.0	2.0	2.0			4.0	4.0	1.0	1.0	3.0					2.0	1.0	4.0			106.5	
S. Locust Park	1.0				1.5	0.5	1.0				5.0	2.0	2.0	26.0	1.0			2.0	2.0	1.0	1.0	2.0					1.0	1.0	2.0			52.0	
Logging Rd. Path	1.0				1.0	2.0	2.0				9.5		2.0	1.0				2.0		7.0		3.0					3.0		2.0			35.5	
Fish Eddy-Log Boom				0.5	0.5	0.5												1.5	1.0	0.5		0.5					0.5		0.5			6.0	
Maple St. Park	2.0			4.0	26.5	39.5	2.0	2.0			2.0	2.0	2.0		2.0			6.0	2.0	2.0	1.0	4.0					5.0	3.0	4.0			111.0	
19th Loop																																0.0	
Northwood Park				0.5		0.5					1.0							1.0		0.5		2.0					1.0	0.5	1.0			8.0	
Street Landscaping					1.5			4.0			0.5	2.0	9.5		2.0			2.0		2.0	2.0	2.0										25.5	
Storm/Collect mow																																0.0	
Police Department																												18.0					18.0
Simnitt Property																																0.0	
Skate Park	0.5					0.5					0.5							1.0		0.5		2.0							1.0			6.0	
Shop/ tools-trucks	14.0				0.5	2.0		2.0			4.0	2.0		2.0	2.0			4.0	2.0	2.0	1.0	1.0					3.0	1.0	3.0			45.5	
Swim Center													23.5																			23.5	
Territorial-CLC Prop.																																0.0	
Timber Park	1.0			2.0	1.5	1.0	1.0	2.0			1.5			1.0	1.0			3.0	1.0	4.0	1.0	1.0					1.0	1.0	2.0			26.0	
Transit Bus stop	1.0			1.5	0.5	1.0		2.0			0.5		0.5					1.5		1.0	1.0	1.0					1.5	0.5	1.0			14.5	
Triangle Park					1.0							4.5																				5.5	
Wait Park	19.5			25.5	2.0	2.0	2.0	2.0			2.0	1.0	10.0	4.0	4.0			3.5	2.0	5.0	2.0	9.0					2.5	1.0	4.0			103.0	
Veterans Memorial												2.0																	1.0			3.0	
WWTP property																																0.0	
Zion Cemetery	7.5			7.5	8.5	7.5	7.5	7.5			7.5	7.5	7.5	7.5	7.5			7.5	15.0	15.0	12.0	7.5					6.0					146.5	
Administration																																0.0	
Monthly Total																																951.0	



City of Canby Bi-Monthly Report
Department: Police
For Months of: November & December 2023

To: The Honorable Mayor Hodson & City Council
 From: Chief Jorge Tro
 Prepared by: Katie McRobbie, Administrative Supervisor
 Through: Eileen Stein, City Administrator
 Date: 1/18/2024

	NOV	DEC
Calls for Service - Dispatched 911 and Non-Emergency Calls	1147	1147
PROPERTY CRIMES REPORTED		
Burglary	1	1
Unauthorized Use of Motor Vehicle / Unlawful Entry into Motor Vehicle	4	0
Robbery	0	0
Theft I, II, & III	16	11
Forgery / Counterfeiting	0	1
Trespass	11	2
Vandalism / Criminal Mischief	3	3
PERSON CRIMES REPORTED		
Assault I, II, IV	0	0
Carrying Concealed Weapons (knife, blade, etc.)	1	0
Disorderly Conduct (includes resisting arrest)	2	2
Endangering Welfare of a Minor / Recklessly Endangering	2	0
Felon in Possession of Firearm / Restricted Weapon	0	0
Harassment, Intimidation or Threats	10	6
Identity Theft	2	2
Interfering with Peace Officer	0	0
Menacing	1	0
Sex Offenses	3	6
Strangulation	0	0
ARRESTS		
Warrant Arrests (and contempt of court, restraining order, parole violations)	15	24
Adult and Juvenile Custodies (includes juvenile curfew)	44	47

DRUG CRIMES		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	2	2
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	1	0
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
TRAFFIC CRIMES, ACCIDENTS, CITATIONS		
Attempt to Elude	2	0
Driving Under the Influence of Intoxicants (Alcohol & Controlled Substance)	9	16
Other Traffic Crimes (Hit & Run, Driving While Suspended / Revoked, Reckless Driving, UUMV, Failure to Surrender Suspended License / Use Invalid License)	16	9
Traffic Accidents	9	19
Traffic Citations	464	357

CANBY POLICE DEPARTMENT – TRAFFIC UNIT
MONTHLY TRAFFIC SAFETY REPORT

NOVEMBER 2023

CITATIONS:	464
DUII ARRESTS:	9
TRAFFIC CRIMES:	9
TRAFFIC CRASHES:	Injury (Traffic): 1 Injury (Patrol): 2 Non-Injury (Traffic): 1 Non-Injury (Patrol): 4 Hit & Run (Traffic): 0 Hit & Run (Patrol): 1 TOTAL CRASHES: 9
TRAFFIC COMPLAINTS:	10

CANBY POLICE DEPARTMENT – TRAFFIC UNIT
MONTHLY TRAFFIC SAFETY REPORT

DECEMBER 2023

CITATIONS:	357
DUII ARRESTS:	16
TRAFFIC CRIMES:	16
TRAFFIC CRASHES:	Injury (Traffic): 1 Injury (Patrol): 2 Non-Injury (Traffic): 1 Non-Injury (Patrol): 8 Hit & Run (Traffic): 2 Hit & Run (Patrol): 5 TOTAL CRASHES: 19
TRAFFIC COMPLAINTS:	20



City of Canby Bi-Monthly Report
Department: Development Services
For Months of: November & December 2023

To: The Honorable Mayor Hodson & City Council
From: Don Hardy, Planning Director
Prepared by: Laney Fouse Lawrence, Planning Technician
Through: Eileen Stein, City Administrator
Date: 1/18/2024

The following report provides a summary of Planning and Development Services activities for the months of November & December 2023. Please feel free to call department staff if you have questions or desire additional information about any of the listed projects or activities. This report identifies ongoing planning activities, a list of pre-application and pre-construction applications, a list of project hearings and the number of projects for which the City has performed site plan review for building permits.

Development Services Activities:

1. **DLCD Housing Needs Analysis (HNA), Housing Production Strategy (HPS), and Economic Opportunity Analysis (EOA).** The EOA was adopted as part of the comprehensive plan update by the City Council on September 6. The EOA is now in the final DLCD review and approval process. The HNA and HPS are anticipated to be reviewed by the Planning Commission on February 26 and by the City Council on March 20, 2024.
2. **Comprehensive Plan and Transportation System Plan.** The Comprehensive Plan and Transportation System Plan Project Advisory Team third meeting occurred on October 17, 2023. The first community outreach open house was September 14, 2023, and the second community open house was on November 14, 2023 and the third community summit will be on January 24, 2024. A City Council work session to provide an update on the comprehensive plan work occurred on November 1, 2023. A Listening Session/Open House with those property owners in the potential urban growth boundary expansion area occurred on November 6 and a second is planned in March 2024. The City Council adopted a resolution on August 16, 2023 to start the sequential urban growth boundary process and was adopted by the Clackamas County Board of Commission's on September 12, 2023 and DLCD approved this on December 20, 2023. The Housing Efficiency Measures code updates are continuing with anticipated approval by Spring/Summer 2024. DLCD provided Canby a \$75,000 grant associated with the urban growth boundary expansion process December 20, 2023.
3. **Parks and Recreation Planning.** Planning staff continue to provide support for park projects spearheaded by Public Works, including a planned fitness court at Legacy Park, parking and other upgrades at Community Park, and improvements to athletic fields at Maple Street Park. Additionally, planning staff have provided support to the Parks and Advisory Board in the search of a potential sports field location.
4. **Freeway I-205 Tolling Project.** At the request of ODOT a list of road projects anticipated to be impacted in Canby by I-205 tolling diversion was provided to ODOT on September 8, 2023. Additionally, the City Council adopted a resolution supporting the C4 Committee Values Statement on September 6, 2023, that was provided to ODOT. ODOT will be releasing their revised Environmental Assessment (EA) for the I-205 Tolling Project which is anticipated over the next few months and planning staff will provide comments on the EA.

Land Use Application Activity:¹

1. **Pre-Application Conferences** held for the period of November 1 – December 31, 2023: Canby South/VLMK
2. **Pre-Construction Conferences** held for the period of November 1 - December 31, 2023: None
3. **Site Plans Submitted for Zoning Conformance** November 1 - December 31, 2023: 11 site plan review applications were submitted and have been or are being released for building permits
4. **Signs Submitted for Plan Review** November 1 - December 31, 2023: 2 applications submitted

Planning Commission Activity:

1. Agenda Items Reviewed September 1 - October 31, 2023. During this period, the Planning Commission:
 - a. Viewed a staff presentation on the November 1st City Council Comprehensive Plan and Transportation System Plan Work Session Update and the November 6th Listening Session with property owners outside of the urban growth boundary.
 - b. Viewed a staff presentation to review the draft code language prepared by the City's consultant team related to three housing efficiency measures.
 - c. Viewed a staff presentation to review the DuNett Subdivision project. Applicant requested Planning Commission approval to subdivide two adjacent tax lots into a 19-lot subdivision, with two existing homes to remain.

¹ Note that the applications listed here do not capture the department's full backlog of active land use applications and site plan reviews, many of which were either submitted prior to this reporting period or have been submitted but are currently deemed incomplete applications.



City of Canby Bi-Monthly Report
Department: Public Works
For Months of: November & December 2023

To: The Honorable Mayor Hodson & City Council
From: Jerry Nelzen, Public Works Director
Prepared by: Ronda Rozzell, Office Specialist III
Through: Eileen Stein, City Administrator
Date: 1/18/2024

Facilities

The Facility Maintenance Department has installed new sliding doors at the Police Department.



Facilities	Total Hours
November	144
December	128

Streets Department

The Public Works Department's Sign Making Section.



November Streets	Total Hours
Street Sweeping	168
Street Sweeper Maintenance	4
Street Maintenance	220
Sidewalks Inspections	3
Driveway Approach Inspections	2
Street Sign Installation	18
Street Sign Maintenance	10
Street Sign Installation	14
Streetlights	12
Dump Truck	3.5
Mini Trackhoe	15

December Streets	Total Hours
Street Sweeping	118
Street Maintenance	222
Sidewalk Inspections	1
Driveway Approaches	1
Street Sign Manufacturing	20
Streetlights	3
Tree Removal/Trimming/Planting	5
Dump Truck	1
Mini Trackhoe	6

Sewer Collections

Public Works crew installing sewer cleanout at 654 NW 2nd Avenue.



November Sewer	Total Hours
Sewer Maintenance/Repair	12
Sewer TV'ing	17
Sewer Laterals/Maintenance	15
Lift Station Maintenance	27
Locating Utilities	37
Sewer Inspections	32
Vactor Usage	8

December Sewer	Total Hours
Sewer Cleaning	90
Sewer Laterals/Maintenance	10
Locating Utilities	15
Sewer Inspections	48
Vactor Usage	90

Storm Water

Our downtown stormwater retention swale located at NW 3rd Avenue, below the Police Department after a heavy rain event in December. Working perfectly draining, filtering our stormwater.



November Stormwater	Total Hours
Catch Basin Maintenance	15
Drywell Maintenance	1
Erosion Control	2
Storm Line Maintenance/Repair	10
Storm Line Inspections	7
Vactor Usage	4

December Stormwater	Total Hours
Catch Basin Maintenance	1
Drywell Maintenance	1
Storm Line Maintenance/Repair	5
Erosion Control Inspections	3
Vactor Usage	1
Drying Beds	1



City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: November & December 2023

To: The Honorable Mayor Hodson & City Council
From: Eric Laitinen
Prepared by: Same as above
Through: Eileen Stein, City Administrator
Date: 1/18/2024

The Swim Center continues to stay busy during the winter. Attendance is up about 3,500 swims for the year and revenue is ahead by about \$12,000 over last year. Our public swims are being well used especially during the holiday break and Saturdays. We had 15 birthday parties on Saturdays in the months of November and December, they continue to be popular year-round. I always say it is a lot easier clean-up at the pool as everything is concrete and so you can clean up with a hose and water.

Canby Gators swim team seems to be doing well. They have changed how they run business this year and only had one club meet at Canby during November and December. They hosted the Canby Animal Meet, and it was very well attended. Canby Continued to make a showing at the Oregon top 5 awards with Sam Gotkas, Quincy Taliaferro and Kali Mull earning individual awards and Canby Swim Club earning a small team top 5.

Canby High School is off to a good start as they had three dual meets to start off the season and won all three meets, girl's and boy's teams. The season really gets started this week and will finish up in February with the District meet and State.

Swimming lessons will start anew on February 12th, with our lesson registration beginning on January 10th.

SUBJECT: November 2023 Monthly Attendance Numbers
DATE: 2023-2024

CANBY SWIM CENTER November	ADMIT 2022	ADMIT 2023	PASS 2022	PASS 2023	TOTAL 2022	TOTAL 2023	YTD TOTAL 22-23	YTD TOTAL 23-24
MORNING LAP	22	11	265	321	287	332	1335	1718
ADULT RECREATION SWIM	49	20	284	287	333	307	1554	1732
MORNING WATER EXERCISE	39	94	143	191	182	285	891	1454
PARENT/ CHILD/ Family Swim	127	96	0	0	127	96	1387	1410
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3110	3232
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	61	81	309	366	370	447	1270	1704
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	177	193	16	4	193	197	2210	2294
PENGUIN CLUB	0	0	0	0	0	0	588	1006
CANBY H.S. SWIM TEAM	0	0	330	373	330	373	330	373
CANBY GATORS	0	0	899	802	899	802	3489	2645
MASTER SWIMMING	0	0	8	18	8	18	16	49
EVENING LESSONS	427	540	0	0	427	540	4054	5531
EVENING LAP SWIM	44	29	30	24	74	53	367	485
EVENING PUBLIC SWIM	103	200	1	7	104	207	1229	1431
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT LESSONS	11	8	0	0	11	8	56	80
GROUPS AND RENTALS	0	0	0	0	0	0	11	72
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
TOTAL ATTENDANCE	1060	1272	2285	2393	3345	3665	21897	25216

SUBJECT: December 2023 Monthly Attendance Numbers
DATE: 2023-2024

CANBY SWIM CENTER December	ADMIT 2022	ADMIT 2023	PASS 2022	PASS 2023	TOTAL 2022	TOTAL 2023	YTD TOTAL 22-23	YTD TOTAL 23-24
MORNING LAP	37	14	230	395	267	409	1602	2127
ADULT RECREATION SWIM	20	17	262	263	282	280	1836	2012
MORNING WATER EXERCISE	45	108	113	183	158	291	1049	1745
PARENT/ CHILD/ Family Swim	18	0	0	0	18	0	1405	1410
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3110	3232
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	63	80	280	376	343	456	1613	2160
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	217	417	30	17	247	434	2457	2728
PENGUIN CLUB	0	0	0	0	0	0	588	1006
CANBY H.S. SWIM TEAM	0	0	499	550	499	550	829	923
CANBY GATORS	0	0	834	380	834	380	4323	3025
MASTER SWIMMING	0	0	10	14	10	14	26	63
EVENING LESSONS	0	0	0	0	0	0	4054	5531
EVENING LAP SWIM	28	14	21	22	49	36	416	521
EVENING PUBLIC SWIM	96	92	11	4	107	96	1336	1527
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT LESSONS	22	0	0	6	22	6	78	86
GROUPS AND RENTALS	0	8	0	0	0	8	11	80
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
TOTAL ATTENDANCE	546	750	2290	2210	2836	2960	24733	28176



City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: November & December 2023

To: The Honorable Mayor Hodson & City Council
From: Eric Laitinen
Prepared by: Same as above
Through: Eileen Stein, City Administrator
Date: 1/18/2024

The Swim Center continues to stay busy during the winter. Attendance is up about 3,500 swims for the year and revenue is ahead by about \$12,000 over last year. Our public swims are being well used especially during the holiday break and Saturdays. We had 15 birthday parties on Saturdays in the months of November and December, they continue to be popular year-round. I always say it is a lot easier clean-up at the pool as everything is concrete and so you can clean up with a hose and water.

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MORNING WATER EXERCISE	39	94	143	191	182	285	891	1454
PARENT/ CHILD/ Family Swim	127	96	0	0	127	96	1387	1410
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3110	3232
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	61	81	309	366	370	447	1270	1704
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	177	193	16	4	193	197	2210	2294
PENGUIN CLUB	0	0	0	0	0	0	588	1006
CANBY H.S. SWIM TEAM	0	0	330	373	330	373	330	373
CANBY GATORS	0	0	899	802	899	802	3489	2645
MASTER SWIMMING	0	0	8	18	8	18	16	49
EVENING LESSONS	427	540	0	0	427	540	4054	5531
EVENING LAP SWIM	44	29	30	24	74	53	367	485
EVENING PUBLIC SWIM	103	200	1	7	104	207	1229	1431
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT LESSONS	11	8	0	0	11	8	56	80
GROUPS AND RENTALS	0	0	0	0	0	0	11	72
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
TOTAL ATTENDANCE	1060	1272	2285	2393	3345	3665	21897	25216

SUBJECT: December 2023 Monthly Attendance Numbers
DATE: 2023-2024

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ADULT RECREATION SWIM	20	17	262	263	282	280	1836	2012
MORNING WATER EXERCISE	45	108	113	183	158	291	1049	1745
PARENT/ CHILD/ Family Swim	18	0	0	0	18	0	1405	1410
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3110	3232
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	63	80	280	376	343	456	1613	2160
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	217	417	30	17	247	434	2457	2728
PENGUIN CLUB	0	0	0	0	0	0	588	1006
CANBY H.S. SWIM TEAM	0	0	499	550	499	550	829	923
CANBY GATORS	0	0	834	380	834	380	4323	3025
MASTER SWIMMING	0	0	10	14	10	14	26	63
EVENING LESSONS	0	0	0	0	0	0	4054	5531
EVENING LAP SWIM	28	14	21	22	49	36	416	521
EVENING PUBLIC SWIM	96	92	11	4	107	96	1336	1527
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT LESSONS	22	0	0	6	22	6	78	86
GROUPS AND RENTALS	0	8	0	0	0	8	11	80
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
TOTAL ATTENDANCE	546	750	2290	2210	2836	2960	24733	28176



City of Canby Bi-Monthly Report
Department: Transit
For Months of: November & December 2023

To: The Honorable Mayor Hodson & City Council
From: Todd Wood, Transit Director
Prepared by: Same as above
Through: Eileen Stein, City Administrator
Date: 1/18/2024

1) Grant Funding and Contracts:

The following grant activities have taken place:

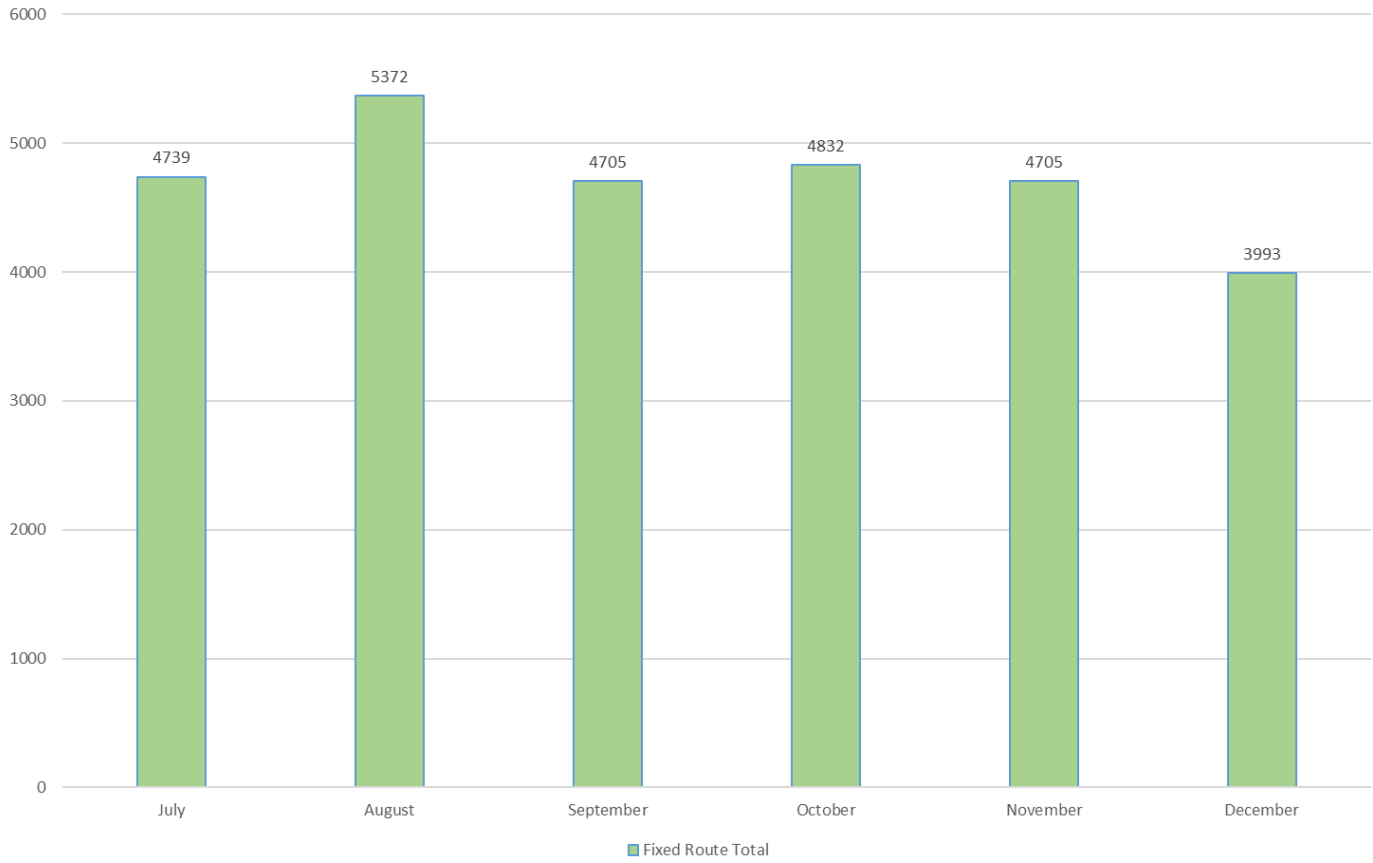
- Quarterly Charter reports Submitted.
- National Transit Database report submitted.

2) Ridership:

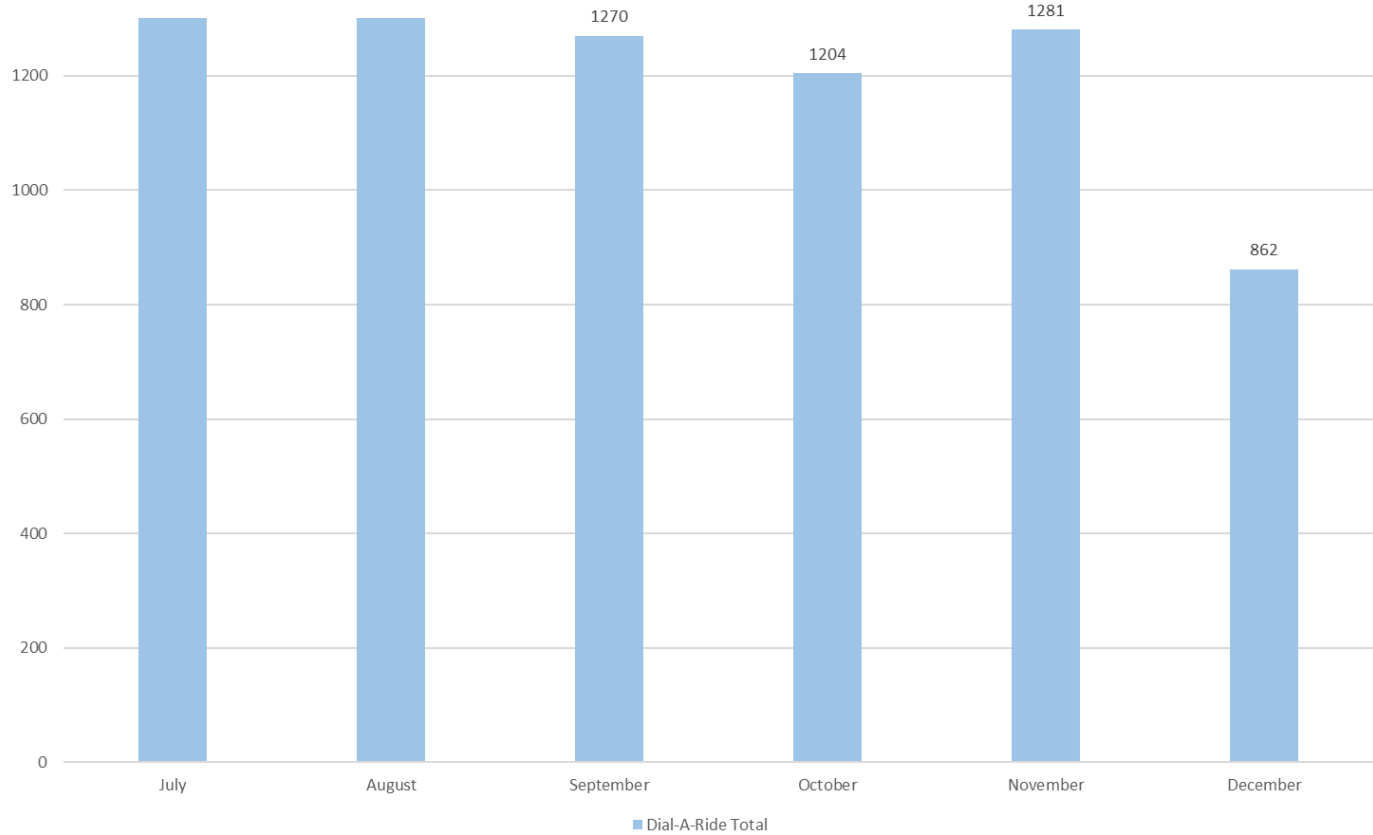
November and December saw drops in ridership typical of the Holiday months with December seeing a decrease in number of passengers per day.

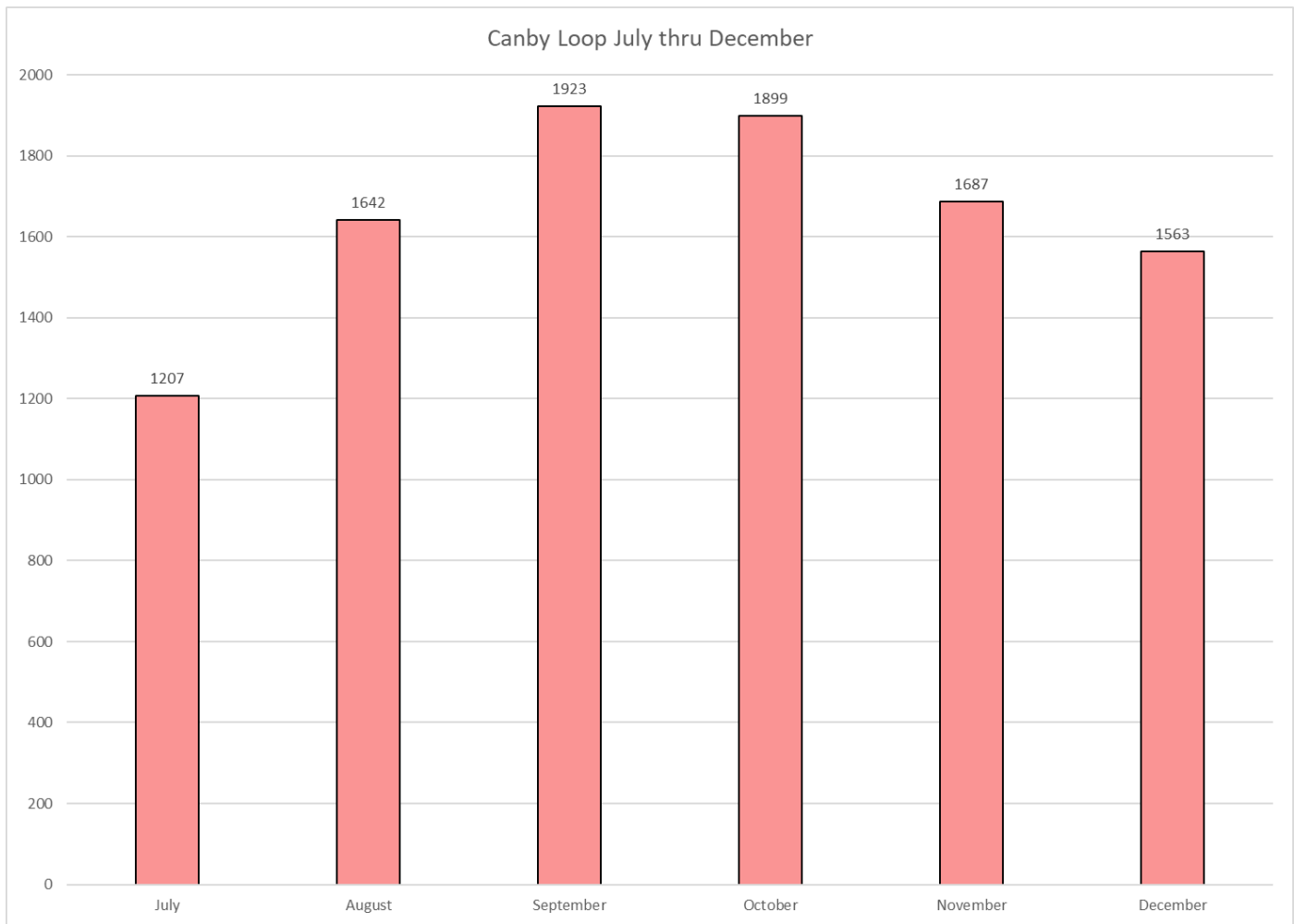
November average daily weekday daily 99x route ridership:	199 trips
November average daily weekend daily 99x route ridership:	103 trips
December average daily weekday daily 99x route ridership:	179 trips
December average daily weekend daily 99x route ridership:	84 trips
November average daily weekday Dial-a-Ride route ridership:	54 trips
November average daily weekend Dial-a-Ride route ridership:	37 trips
December average daily weekday Dial-a-Ride route ridership:	38 trips
December average daily weekend Dial-a-Ride route ridership:	22 trips
November average daily Loop ridership:	80 trips
December average daily Loop ridership:	78 trips

99x Ridership July thru December



Dial-A-Ride Ridership July thru December





3) Transit Advisory Committee:

The next Transit Committee will be January 25th, 2023, in the Council Chambers at 6pm (virtual options available).

The advisory committee is now full.

4) Shelter Project:

The shelter project is tied to ODOTs 99E project. There are 10 stops that will be updated in accordance with the project. Of the 10 total stops, 6 will be prepared by ODOT and completed by the city. Four stops will be prepared and completed by the city.

The ODOT project is moving forward again and we are looking forward to installing the shelters soon.

5) New Transit Building:

Transit has begun meeting with the architect to plan the design of the building.

6) Canby Loop Saturday Service:

The Saturday Loop began September 16, 2023. The ridership is currently averaging 50 riders per Saturday.

7) Transit Master Plan:

The transit master plan project has begun. The process is expected to take approximately 10 months. Public meetings are planned for late spring early summer.



City of Canby Bi-Monthly Report
Department: Wastewater Treatment Plant
For Months of: November & December 2023

To: The Honorable Mayor Hodson & City Council
From: Jon Patrick, Wastewater Lead
Prepared by: Same as above
Through: Eileen Stein, City Administrator
Date: 1/18/2024

Facility Operation & Maintenance:

The water quality for November and December was good. The treatment plant is running well and all reports and DMR's were completed on time and without issue. The Capital improvement projects rehabilitating the old aeration basin and building the equipment storage building are wrapping up and we are down to the punch list items before final payment. The update to the SCADA computer system is now complete. We are continuing to evaluate the requirements of the UV and generator project. Routine maintenance and repairs of equipment, buildings and grounds were completed throughout the facility. One VFD failed and was replaced by Taurus Controls. One pump was sent to Fisher RPM for motor repair and is now back in service. We replaced the belts and a roller bearing on the belt press.

Biosolids Program

November: Belt run time: 19 days
6 loads to Heard Farms, approximately 147 wet tons.

December: Belt run time: 17 days.
7 loads to Heard Farms, approximately 201 wet tons.

Pretreatment, Stormwater and FOG Program

Daryll Hughes, Pretreatment Coordinator Resigned. His last day was December 7th, 2023.

After discussing the pretreatment program with Jerry Nelzen, the Public Works Director, it was determined the pretreatment program should be under Public Works as it is set up in the Pretreatment Implementation Manual. Moving forward, the Public Works Department will run the Pretreatment, Fog, and Stormwater programs (3/4 of Daryll's assigned duties). One Full time employee will shift to Public Works from Wastewater. During the transition, I will complete this year's Pretreatment annual Report and oversee the local limits evaluation.

Daily Lab Activity

- Continued OSU Covid 19 Wastewater Study sampling.
- Daily and Weekly TSS, BOD's, E-coli, solids, NH3, and process control testing.
- Additional sampling for evaluation of local limits.
- DMR QA passed and was submitted to DEQ.